

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. SECOND READING**

- 3.1 RFD 042-2026 Second Reading for 18 King Street
- 3.2 RFD 043-2026 Second Reading for Magee Drive Amendments

**4. PROCLAMATION**

- 4.1 Accessibility Awareness Week – May 31 – June 6, 2026

**5. APPROVAL OF THE MINUTES**

- 5.1 Special Council Meeting – April 7, 2026
- 5.2 Council Meeting Minutes – April 20, 2026
- 5.3 Special Council Meeting – May 4, 2026
- 5.4 In-camera Meeting Minutes – May 4, 2026

**6. ANYTHING BY CITIZENS**

*Procedure: A thirty-minute period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute period provided there is time remaining within the thirty-minute "Anything by Citizens" period.*

**7. NEW BUSINESS**

- 7.1 Committee of the Whole Recommendations
  - a. RFD 039-2026 Valley Waste Resource Management Loan Guarantee – DOF
  - b. RFD 041-2026 EDI and Accessibility Committee Terms of Reference – CAO
- 7.2 RFD 044-2026 External Communications Strategy Workplan – Communications Coordinator
- 7.3 RFD 045-2026 First Reading for Magee Drive Development Agreement - CAO
- 7.4 External Communications Strategy Snapshot – Communications Coordinator
- 7.5 RFD 032-2026 Supplemental Capital Project Shade Structure at Pool – CAO

**8. REPORTS**

- 8.1 Management Report
- 8.2 Middleton Fire Department Dispatch Report for April 2026
- 8.3 Annapolis REMO Advisory Committee Meeting DRAFT Minutes Apr 8/26
- 8.4 Valley REN LOC Committee Meeting DRAFT Minutes Apr 13/26
- 8.5 Valley Regional Services Board Apr 15/26 Meeting Minute
- 8.6 Annapolis County Inter-Municipal Working Group DRAFT Minutes Apr 23/26
- 8.7 Police Advisory Board Meeting DRAFT Minutes May 7/26
- 8.8 IDEA Committee Meeting DRAFT Minutes May 7/26
- 8.9 Planning Advisory Committee Meeting DRAFT Minutes May 12/26
- 8.10 Mayor's Report

**9. CORRESPONDENCE**

- 9.1 May 4, 2026, Letter from Minister of Justice, John A. MacDonald re: 12-month notice letter to NSFM

**10. ANYTHING BY MEMBERS**

**11. ADJOURNMENT**

**REQUEST FOR DECISION**  
**2<sup>nd</sup> Reading – 18 King Street**  
**RFD#: 042-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** May 19, 2026  
**Subject:** 2<sup>nd</sup> Reading for 18 King Street

---

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- First Reading Report dated April 20, 2026
- Planning Report dated April 13, 2026
- Draft Development Agreement – Bruce Auto Group NS Limited
- Planning Advisory Committee Minutes – February 19, 2026
- Planning Advisory Committee Public Information Meeting Minutes – February 19, 2026
- Planning Advisory Committee Minutes – April 13, 2026

**Legislation**

- *Municipal Government Act*

**Recommendation**

That Town Council, on recommendation from the Planning Advisory Committee and after holding a public hearing, gives second reading and approves the amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street, identified as PID 05079264 and PID 05180641, from Residential to Residential Mixed Use.

That Town Council give second reading and approve in principle to the draft Development Agreement for 18 King Street, identified as PID 05079264 and PID 05180641, to permit an accessory parking lot associated with the adjacent Bruce Auto Group dealership.

**REQUEST FOR DECISION**  
**2<sup>nd</sup> Reading – 18 King Street**  
**RFD#: 042-2026**



Background

See attached First Reading Report dated April 20, 2026, Planning Report dated April 13, 2026 and the Planning Advisory Committee Minutes from the February 19, 2026 meeting and Public Information Meeting, and the April 13, 2026 meeting.

The *Municipal Government Act* section 206 (1) requires that public hearings be advertised at least two weeks prior to the hearing date. A notice advertising the public hearing on May 19<sup>th</sup> was posted on the Town’s website on April 30<sup>th</sup>.

Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

- Planning Advisory Committee Public Information Meeting – February 19, 2026
- Council Public Hearing - May 19, 2026

**REQUEST FOR DECISION**  
**2<sup>nd</sup> Reading – 18 King Street**  
**RFD#: 042-2026**



---

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: May 19, 2026

# First Reading Report

April 20<sup>th</sup>, 2026



---

To: Middleton Municipal Council

From: Planning Staff – Ethan Oderkirk

Date: 2026-04-20

Reference: Planning Advisory Committee Recommendation for First Reading regarding redesignation and rezoning of 18 King Street, PIDs 05079264 and 05180641 from Residential (R) to Residential Mixed Use (RMU)

---

The following recommendations for First Reading to Council are being forwarded from the Planning Advisory Committee for further discussion and action:

**THAT Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street, identified as PID 05079264 and PID 05180641, from Residential to Residential Mixed Use, and schedule a Public Hearing.**

The Town received an application to amend the Municipal Planning Strategy and Land Use By-law for 18 King Street to support an expansion of the adjacent Bruce Auto Group parking area. The subject property includes two parcels, PID 05079264 and PID 05180641, and contains about 0.30 acres. The lands currently sit within the Residential Designation and Residential Zone. The existing dealership lands immediately to the north already carry the Residential Mixed Use designation and zone.

This application asks Council to make a policy decision before it considers detailed site controls. The main question is whether Council wants to extend the Residential Mixed Use framework beyond Main Street and farther into a residential area on King Street. PAC identified that issue directly and asked Council to give specific attention to stormwater management, lighting, and the treatment of trees in the buffer. PAC also questioned where the line should be drawn if the dealership continues to acquire nearby residential properties.

That issue should remain central to Council’s first reading decision. The subject property does not front Main Street. It sits at the edge of an established residential neighbourhood characterized by low-density dwellings, front yards, mature vegetation, and a recognizable residential streetscape. At the same time, the property directly abuts an existing mixed-use commercial operation. As a condition of development, the Subject Property will be consolidated with the north adjacent PID, creating frontage on Main Street. Council must decide whether this proposal represents a logical and limited extension of an existing mixed-use area.

Under the current Residential Zone, the property retains viable residential development rights. The Property’s zoning allows single unit development, grouped dwelling, multiple unit dwelling, and short-

term rental use, subject to the applicable Land Use By-law requirements. The current staff report notes that the lot may accommodate up to six dwelling units as of right, provided the development meets lot area, frontage, setback, height, servicing, and parking requirements. Refusal of the amendment would therefore not leave the land unusable. It would retain the existing residential development framework.

In planning terms, compatibility does not require identical uses. It requires different uses to coexist without creating unreasonable adverse impacts. A residential property and a commercial-supportive use may be compatible in some locations if the municipality can control the interface between them. That is why the question at this stage is not whether the dealership would benefit from more parking. The question is whether Council is comfortable redesignating and rezoning these lands in principle, given the site context and the edge condition between the existing dealership and the King Street residential area given the willingness and effort of the applicant to mitigate any adverse effects.

Public comments and PAC discussion show that neighbouring residents remain concerned about drainage, lighting spill, privacy, traffic, tree loss, and the longer-term pattern of commercial expansion. Some residents also raised concerns about property values. On that point, staff should remain within the planning role. Staff assess land use compatibility, available mitigation measures, and compliance with the MPS and LUB. Staff do not provide real estate valuation opinions. PAC's follow-up notes reflect that distinction clearly and appropriately.

In staff's opinion, Council may reasonably give First Reading to the proposed redesignation and rezoning because the site directly abuts an existing RMU-zoned commercial operation, the MPS provides a policy pathway to consider the change, and the next stage of review allows Council to evaluate detailed controls through a Development Agreement.

If Council does support moving the proposal forward, it should do so with the clear understanding that this is a site-specific judgment, not a blanket endorsement of future expansion onto other residential lots. PAC's concern on that point is legitimate and should appear plainly in the record before Council.

For those reasons, staff recommend that Council give First Reading to the proposed amendments to redesignate and rezone 18 King Street from Residential to Residential Mixed Use and schedule a Public Hearing.

# First Reading Report

April 20<sup>th</sup>, 2026



---

To: Middleton Municipal Council

From: Planning Staff – Ethan Oderkirk

Date: 2026-04-20

Reference: Planning Advisory Committee Recommendation for First Reading regarding redesignation and rezoning of 18 King Street, PIDs 05079264 and 05180641 from Residential (R) to Residential Mixed Use (RMU)

---

The following recommendations for First Reading to Council are being forwarded from the Planning Advisory Committee for further discussion and action:

**THAT Council give initial consideration to the draft Development Agreement for 18 King Street, identified as PID 05079264 and PID 05180641, to permit an accessory parking lot associated with the adjacent Bruce Auto Group dealership, and schedule a Public Hearing.**

The draft Development Agreement provides the regulatory framework for the proposed use of 18 King Street as an accessory parking area to the adjacent Bruce Auto Group dealership, if Council adopts the related redesignation and rezoning. Policy R13 requires the expansion of existing commercial uses in the Residential Mixed Use Zone to proceed only by Development Agreement. In practical terms, that means the DA is the Town’s main tool to manage compatibility between the proposed parking lot and the surrounding residential properties.

This draft Agreement sets the operating conditions that will apply to the site. Those conditions matter because the proposed use changes the function of the land from residential occupancy to a commercial-supportive parking area. Even without a new building, that change can affect neighbouring properties through runoff, lighting, vehicle activity, snow clearing, visual impact, and the overall feel of the street edge. The DA exists to manage those impacts directly.

The draft Agreement includes several controls that respond to the concerns raised at the Public Information Meeting and discussed by PAC. Before the Town issues a Development Permit, the developer must provide a site plan that generally matches the approved layout and must submit a stormwater management plan acceptable to the Town Engineer. That requirement responds directly to concerns about water runoff, pooling, and drainage impacts on neighbouring lands. The applicant has advised that all stormwater works will meet engineering standards and has acknowledged that, if the system fails or does not perform as intended, they will be responsible for correcting the issue. A one-year review clause is not necessary if the stormwater system functions as intended and the development complies with the Agreement. If problems arise, the Town may rely on the enforcement provisions

already contained in the draft Development Agreement. Those provisions allow the Town, after written notice, to require compliance, undertake remedial work, recover costs, or pursue other enforcement measures where a breach continues.

The draft Agreement permits a commercial parking lot with a maximum of 17 full-sized spaces and 12 partial spaces. It prohibits driveway access from the subject property itself and instead requires access through the adjacent dealership lands. It also requires the subject lands to consolidate with the north adjacent parcel, PID 05301130.

The Agreement requires retention and protection of the mature trees within the 15-foot landscaped buffer along King Street and the southern property line. It prohibits tree removal within that buffer and requires replacement with native coniferous trees where removal becomes necessary for safety reasons. It also requires a continuous opaque six-foot wood fence along the southern boundary within the landscaped buffer.

Lighting control is another central issue. The draft Agreement requires all light standards on the subject property to direct light away from adjacent residential properties and to include cut-off fixtures, which is an aluminum sheet attached to the fixture, directing the light. PAC noted that the Town does not currently have broader lighting or landscape buffer bylaws, which makes the DA even more important in this case. The applicant also advised that recent theft issues on site have influenced their security approach, but that they intend to use directional lighting and shielding to reduce spill onto neighbouring homes.

The draft Agreement also addresses maintenance and operations. It requires the property and landscaped buffer to remain in safe, clean, and healthy condition. It limits the hours of operation for the parking area to 7:00 a.m. to 10:00 p.m., while allowing winter maintenance at any time for plowing and salting.

PAC also asked what happens if the developer violates the Development Agreement, and how the Town would respond to complaints from neighbours. The draft Agreement already includes a standard enforcement framework. If the developer fails to comply after receiving 30 days' written notice, the Town may seek injunctive relief, enter the property to complete necessary remedial work and recover costs, discharge the Agreement, or pursue other remedies available under the Municipal Government Act or common law. In practical terms, if a neighbour raises a complaint and Town staff confirm non-compliance, the Town has a clear enforcement path.

From a planning perspective, the draft Development Agreement contains the right types of controls for this kind of edge site. It addresses stormwater, access, parking count, lighting, buffering, fencing, landscaping, maintenance, and operating hours. Those are the same matters staff identified in the original report as the key levers available to Council to manage compatibility. The DA cannot resolve the broader policy question of whether Council should extend RMU farther into the residential area. That decision belongs to the redesignation and rezoning stage. What the DA can do is provide the mechanism to reduce adverse impacts if Council decides to allow the use in principle.

Council may approve the draft Development Agreement in principle at this stage, but it cannot take effect unless Council first adopts the related Municipal Planning Strategy and Land Use By-law amendments and those amendments receive the required approval from the Minister. Approval in

principle does not authorize development to proceed. It simply means Council is satisfied the draft Agreement is suitable to move forward through the public hearing and final review process as the proposed framework for regulating the development, if the amendments come into force.

For those reasons, staff recommend that Council give initial consideration to the draft Development Agreement for 18 King Street and schedule a Public Hearing concurrent with the related MPS and LUB amendments.

# Planning Report

DATE 13 April, 2026



To: Middleton Planning Advisory Committee

Prepared By: Ethan Oderkirk, Planner

Date: 13 April, 2026

Reference: Amendment to the Municipal Planning Strategy and Land-use Bylaw to Redesignate and Rezone 18 King Street Lot 1, PID 05079264, and Lot 2 05180641, Middleton, to allow extension of the Bruce Auto Group GM dealership parking lot.

## Recommendation:

That Council approve the amendment to the Municipal Planning Strategy and change the designation and rezone PID 05079264 and PID 05180641 (18 King Street) from Residential to Residential Mixed Use and proceed by way of Development Agreement.

## Part 1. Background

### 1.1. Project Summary

Property Owner(s)	Justin Barker Bruce Auto Group
Civic Address	18 King Street, Middleton
PID(s)	Lot 1 - 05079264 Lot 2 - 05180641
Designation	Residential (R)
Zone	Residential (R)
Proposed Designation	Residential Mixed Use (RMU)
Proposed Zone	Residential Mixed Use (RMU)
Area	~0.30 acres (1218.9 square meters)
Existing Land Use	Residential
Adjacent Land Uses	Residential and Residential Mixed-Use



**1.2. Location and Site Description:**

The Town of Middleton received an application to amend the Municipal Planning Strategy (“MPS”) and Land Use Bylaw (“LUB”) from Justin Barker, the President of Bruce Auto Group on 14 November 2026. The proposal involves extending the dealership parking lot onto 18 King Street (“Subject Property”), land that is directly adjacent to the dealership. PID 05069264 and PID 05180641, the Subject Property is located on King Street in the Town of Middleton within Annapolis County. The Subject Property, which contains the two PIDs, has an approximate area of 0.30 acres (1218.9 sqm) and has direct street frontage onto King Street.

The Subject Property sits at the edge of an established residential neighbourhood. The area consists primarily of low-density dwellings set within mature landscaping. The built form reflects a traditional residential pattern, with defined front yards, private driveways, and pedestrian-oriented streetscapes. These elements contribute to a stable and recognizable neighbourhood character.



*Figure 1 – Subject Property (Red) & Existing Dealership (Blue)*

The Subject Property is zoned Residential (R). The Residential Zone permits a variety of residential building forms as-of-right, including single unit dwellings, semi-detached and duplex dwellings, townhouses, multiple unit dwellings, and grouped dwellings, as well as short-term rentals and certain existing institutional-style residential uses. The maximum number of dwelling units permitted on a lot in the Residential Zone is six (6), subject to meeting the applicable lot area, frontage, setback, height, and parking requirements set out in the Land Use By-law.

To the north, the Bruce Auto Group GM dealership fronts onto Main Street. Main Street accommodates a mix of residential uses, commercial and service-oriented businesses, and accessory parking areas. To the south, residential uses continue, along with the Middleton Curling Club located at 6 King Street.

The existing Bruce Auto Group dealership lands are both the RMU designation and RMU zoning (See *Figure(s) 2 & 3 below*). The RMU Zone permits a mix of residential and commercial uses, including single unit dwellings, semi-detached and duplex dwellings, townhouse dwellings, multiple unit dwellings, grouped dwellings, retail and service uses, offices, personal service shops, restaurants, and automotive sales establishments. The RMU Zone accommodates areas where residential and commercial uses coexist and where limited commercial activity can function in proximity to residential development.

Municipal water, sanitary sewer, and stormwater services are available to service the Subject Property. Public Works reviewed the proposal and identified no concerns with stormwater management, sanitary sewer capacity, water servicing, or traffic. Park Street provides sufficient stormwater capacity to support a connection from the Subject Property. The proposal does not introduce new access points or additional structures, limiting additional demands on municipal infrastructure at this stage.

Any future servicing, access, and site-specific matters will be subject to review and approval by the Town of Middleton and all other applicable authorities. Detailed site design, access management, parking layout, hours of operation, buffering, lighting fixtures, stormwater management, and landscaping considerations will be addressed through the development agreement process, should council determine compatibility with the existing residential neighbourhood is met.

### **1.3. Application and Process**

The applicant applied to amend the Municipal Planning Strategy and Land Use By-law to enable expansion of Bruce Auto Group GMs commercial parking lot onto the Subject Property.

The Subject Property is designated Residential (R) under the Municipal Planning Strategy and zoned Residential (R) under the Land Use By-law. Parking associated with an automobile dealership is not permitted under the current designation or zoning requiring a redesignation and rezoning to Residential Mixed-Use.

The proposed amendment package would permit the accessory parking lot by development agreement. The proposal does not include new access points to the site and does not propose

the construction of any new buildings or structures. The existing commercial operation would not be impacted by the development agreement, which would apply only to the Subject Property.

#### **1.4. Site Context & Dealership History**

The RMU Zone previously carried a Highway Corridor (HC) designation, which permitted automotive sales and service uses as-of-right, including the existing Bruce Auto Group operation.

In 2007, staff approved a Development Permit to expand the dealership onto 12 Park Street. That approval allowed the demolition of a single-unit dwelling and the extension of the dealership's parking area. The expansion maintained an active commercial presence along Park Street as the service shop directly abuts the street, providing repair functions as well as a defined entrance to the commercial lot. The built form along Park Street shifted toward a more commercial pattern and supported consistent vehicle movement associated with the dealership, increasing the overall traffic.

The proposal for King Street follows a similar pattern in that it removes a single-unit dwelling to accommodate parking expansion. However, unlike the 2007 expansion, the proposal does not introduce commercial frontage along King Street. Instead, the design retains mature trees along the street, establishing a landscaped buffer between King Street and the parking area. These measures reduce the visual presence of the parking lot and preserve the established residential streetscape.

The intent of MPS Policy R13 is to ensure that new development maintains the existing neighbourhood character.

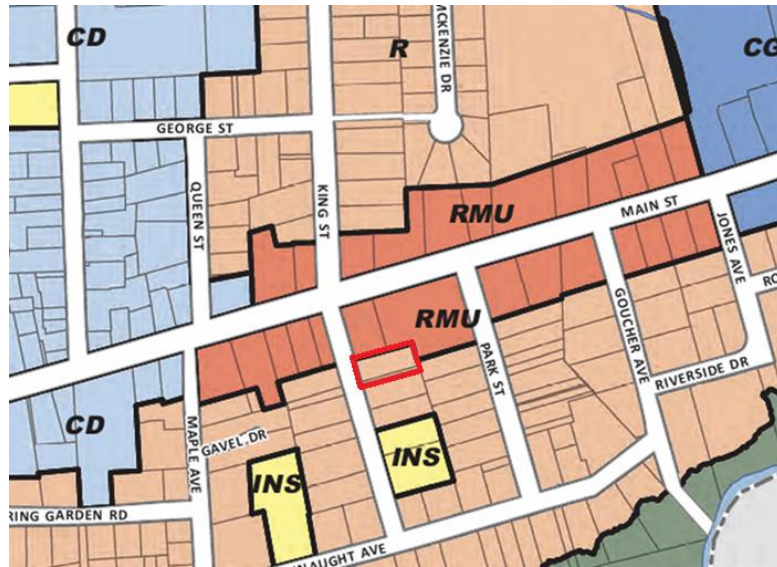


Figure 2 Subject Property Designation

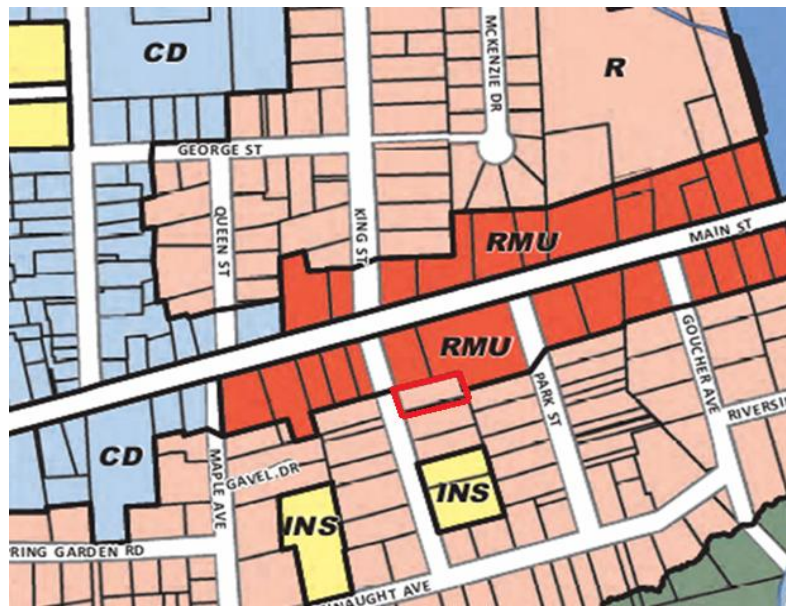


Figure 3 Subject Property Zoning

## 1.5. Public Information Meeting

The Town held a Public Information Meeting (PIM) for the proposal February 19<sup>th</sup>, 2026. This provided an opportunity for the public to voice their comments and concerns to staff and the applicant. Below are a list comments presented by the public during the meeting.

Public Comment	Comment and Response
Stormwater	Stormwater pooling and flooding neighbouring yard after grading occurred. Staff Response: <ul style="list-style-type: none"> <li>We have required the applicant to provide a conceptual stormwater plan.</li> </ul>
Lighting	Lighting will increase on the neighbouring properties. Staff Response <ul style="list-style-type: none"> <li>Lighting fixtures on the preliminary site plan are focused away from the neighbouring property with shading to prevent exposure. Applicant explained these are effective. Lighting will be a measure addressed within the Development Agreement.</li> </ul>
Assessment Value	The assessment value of the property will lose taxation for the Town. <ul style="list-style-type: none"> <li>The current assessed value of the property with a residential unit is 226,900\$. PVSC provided a preliminary assessment which indicated that the lot, if used for parking, would be valued between 60 and 70,000\$.</li> </ul>
Traffic	Increased traffic will be introduced to King Street. Staff Response: <ul style="list-style-type: none"> <li>Public Works has indicated no traffic concerns with the proposal. The parking lot will be access through the adjacent lot.</li> </ul>
Site access	Car transport vehicle going down King will offload cars creating more traffic. Staff Response: <ul style="list-style-type: none"> <li>There will no change to the existing delivery of vehicles to the site.</li> </ul>
Employee Parking	Employee parking along Park Street consumes street parking.  Applicant Response <ul style="list-style-type: none"> <li>Employee parking should not spread as the existing workforce will not choose to park as an inconvenience.</li> </ul>

## Part 2. Discussion

### 2.1. Policy Review

The Middleton Municipal Planning Strategy (“MPS”) establishes the Residential Designation primarily for housing while recognizing that land use patterns evolve over time. To respond to this

change, the MPS creates the Residential Mixed Use (RMU) designation to accommodate a mix of residential and limited commercial uses in areas that support downtown activity and remain compatible with the surrounding neighbourhood. Main Street demonstrates this transition, where residential and commercial uses function together in an established mixed-use setting.

The Municipal Planning Strategy identifies commercial activity as fundamental to the Town's sustainable growth and long-term prosperity, encouraging a broad range of retail, service, office, hospitality, and related commercial uses within designated areas to allow economic growth. The MPS commercial goal in Middleton supports business retention and commercial growth where infrastructure capacity exists and where development can integrate with surrounding land uses.

Policy IM13 directs Council to consider amendments to the Land Use By-law only where they align with the intent of the MPS. The proposed redesignation and rezoning align with the Strategy by recognizing the Subject Property's functional relationship to an established commercial use and by applying a zoning framework that requires site-specific compatibility controls.

Policy R3 directs Council to create and apply the Residential Mixed-Use designation in areas where a mix of residential and commercial uses are consistent the character of the existing residential area. Policy R3 states:

*“It shall be the intention of Council to create a Residential Mixed-Use Designation on the Generalized Future Land Use Map and encourage a mix of residential and commercial uses that are consistent with the character of existing residential structures.”*

Policy R4 identifies Main Street between Queen Street and Jones Avenue as the primary location for the RMU designation. Although the Subject Property is located on King Street, it sits directly adjacent to the existing RMU Zone, and forms part of an established commercial block anchored by Bruce Auto Group. The proposed redesignation reflects this existing development pattern and supports the mixed-use intent of the MPS.

Policy IM8 treats designation boundaries on the Generalized Future Land Use Map as fixed. To proceed with the proposal, Council must amend the MPS to redesignate the Subject Property from Residential to Residential Mixed-Use. This amendment recognizes the site's established commercial context and aligns the designation with its current and intended function.

Policy R13 requires Council to consider the expansion of existing commercial structures and uses within the RMU Zone only by Development Agreement. The policy does not provide an as-of-right or site plan approval pathway. A Development Agreement is therefore mandatory for this proposal. Policy R13 states:

*“It shall be the intention of Council to consider the expansion of existing commercial structures and existing commercial uses and the development of new structures for commercial use within the Residential Mixed Use (RMU) Zone only by Development Agreement. In addition to criteria contained in Policies IM15 and IM16, the design of all structures, the configuration of parking, and the provision of landscaping shall be consistent with the primary residential character of Main Street.”*

Through the Development Agreement process set in Policies IM15 and IM16, Council can regulate site-specific matters such as but not limited to buffering, lighting direction, parking layout, landscaping, hours of operation, stormwater, snow clearing, and noise mitigation. These controls directly address compatibility with the surrounding residential neighbourhood and ensure the development maintains the residential character intent identified in the MPS.

The applicant's preliminary site plan incorporates measures that support this objective, including a 15-foot landscaped buffer along King Street and between adjacent residential, fencing along the southern property line, and lighting directed northward to reduce impacts on adjacent homes. The Development Agreement will secure these measures and require their implementation.

Taken together, Policies IM13, IM8, R3, and R13 establish both the authority and the required mechanism to consider the proposal. The redesignation aligns the property with an established mixed-use area, and Policy R13 requires a Development Agreement set out by Policies IM15 and IM16 to ensure the expansion integrates appropriately with the surrounding residential context and fulfills the intent of the Municipal Planning Strategy.

## **2.2. Planning Analysis:**

The proposal for the Subject Property requires Council to decide on whether it amends the Municipal Planning Strategy to redesignate the lands from Residential to Residential Mixed Use (RMU), amend the Land Use By-law to rezone the lands from Residential (R) to RMU, and direct that development proceed by Development Agreement.

The proposal will permit the demolition of an existing single-unit dwelling and extension of the adjacent Bruce Auto Group commercial parking onto the Subject Property. The decision before Council does not centre on whether the dealership requires additional parking; rather, Council must determine whether this site-specific expansion can occur in a manner that maintains the established residential character along King Street and aligns with the intent of MPS policies R3 and R13.

The Subject Property sits at the edge of an established residential neighbourhood characterized by low-density dwellings, defined front yards, private driveways, mature trees, and a pedestrian-oriented streetscape. These elements create a consistent and recognizable residential pattern along King Street. Lands to the north form part of the existing automotive dealership along Main Street, where there are commercial and service-oriented uses. This location creates a clear transition area between commercial and residential contexts. The proposal must respond to this edge condition by ensuring that commercial-supportive functions do not erode the residential character of King Street.

The existing Bruce Auto Group dealership lands carry both the RMU designation and RMU zoning. Extending the RMU designation and zone to the subject property would align the zoning boundary with the established commercial operation and recognize the functional relationship between the dealership and the proposed parking expansion. From a land use perspective, expanding the RMU boundary to include lands directly adjacent to an existing RMU-zoned property represents a logical continuation of the current zoning pattern, subject to securing compatibility measures through the Development Agreement process.

In land use planning, compatibility does not require that adjacent uses be identical; rather, it requires that different uses coexist without creating unreasonable adverse impacts on one another. Two uses may differ in function or intensity yet remain compatible if their scale, form, traffic patterns, noise, lighting, and visual presence respect the surrounding context. Compatibility focuses on outcomes such as how development affects neighbouring properties and the greater environment. Where potential impacts arise, mitigation measures such as buffering, landscaping, fencing, lighting controls, building orientation, access management, and operational restrictions can reduce conflict. These tools work by managing the interface between uses, softening visual transitions, limiting nuisance effects, and reinforcing established streetscape patterns. When applied through enforceable mechanisms such as a Development Agreement, mitigation measures allow municipalities to accommodate change, while protecting neighbourhood character.

The MPS enables RMU zones in areas where a mix of residential and limited commercial uses reflect the character of the existing area. The intent of the relevant policies is to ensure that development maintains neighbourhood character and minimizes adverse impacts on surrounding residential properties. The subject lands currently fall within the Residential designation; therefore, Council must first amend the MPS to extend the RMU designation. Following redesignation, Council must amend the LUB to apply the RMU Zone. The RMU framework requires that expansions of commercial structures and uses proceed by Development Agreement. The MPS establishes the policy direction, while the LUB and Development Agreement provide the regulatory tools. The Development Agreement serves as the primary lever to secure detailed design, buffering, lighting, access, and operational controls that ensure compatibility over time.

The proposal would convert a residential lot to a surface parking area, accessory to an automotive dealership. This change represents a clear shift in land use from residential occupancy to a commercial-supportive function. Although the proposal does not introduce additional building mass or height, it expands the functional footprint of the dealership and increases the area devoted to vehicle storage. Council must consider compatibility in terms of use, scale, traffic generation, noise, lighting, and visual impact.

In terms of scale and built form, the expansion increases impervious surface area and visible vehicle presence along the residential edge. Even without new structures, an expanded parking field can alter perceptions of scale due to paving, parked vehicles, snow storage, and lighting infrastructure. The proposal mitigates these impacts by avoiding commercial frontage along King Street, retaining mature trees along the street line, and introducing a landscaped buffer between the street and the parking area. These measures reduce the visual dominance of the parking lot and preserve the established rhythm of the streetscape. The absence of a building along King Street limits the perception of a commercial shift, and the retained vegetation maintains continuity with adjacent residential properties.

With respect to access and traffic, the proposal does not introduce a new entrance onto King Street and does not alter the existing access configuration associated with the dealership. This approach prevents King Street from functioning as a commercial access corridor and reinforces its residential role. Public Works reviewed the proposal and identified no concerns with traffic

impacts or servicing capacity. Municipal water and sanitary sewer services are available, and King Street provides sufficient stormwater capacity to accommodate the proposal. While servicing capacity does not present a constraint, the Development Agreement can address stormwater management practices associated with increased impervious area to ensure appropriate drainage and runoff control.

Parking areas generate vehicle movement, door closures, lighting, and seasonal maintenance activity that differ from typical residential patterns. Council can address these impacts through the Development Agreement. The DA can alter the parking layout and stall count, prohibit new access points to King Street, and require defined internal circulation to prevent informal cut-through movements near residential properties. Council can require landscaped buffers of a defined width, tree retention measures, and replacement planting where removal becomes necessary. The DA also can secure fencing or screening along residential boundaries to reduce visual and operational impacts, including materials used.

Lighting represents a critical compatibility consideration. Council can require full cut-off fixtures, limit mounting heights, direct lighting away from adjacent dwellings, and require lighting plans that demonstrate minimal light trespass at property lines only for the Subject Property. Lighting on the existing property can not be controlled. Operational controls can restrict outdoor storage, prohibit vehicle servicing or display functions on the subject lands, and address hours of use, snow storage locations, and maintenance activities. These provisions constitute the principal levers available to Council to manage compatibility and maintain neighbourhood character.

In 2007, staff approved a Development Permit to expand the dealership onto 12 Park Street. That expansion removed a dwelling and extended parking while maintaining active commercial frontage along Park Street through the presence of a service building and defined entrance. The built form along Park Street shifted toward a commercial pattern and supported consistent dealership-related activity. The current proposal also removes a dwelling; however, it does not introduce commercial frontage or a new entrance along King Street. Instead, the design emphasizes buffering, tree retention, and visual screening to maintain the residential edge condition. This distinction reduces the functional and visual shift along King Street compared to the earlier Park Street expansion.

The Subject property zoning of Residential (R) permits single unit dwellings, semi-detached and duplex dwellings, townhouse dwellings, multiple unit dwellings, and grouped dwellings as of right. Section 7.3 of the Land Use Bylaw limits development on a lot in the Residential (R) Zone to a maximum of six (6) dwelling units. As a result, the owner may develop the property for residential purposes with up to six (6) dwelling units, provided the development meets the applicable lot area, frontage, setback, height, servicing, and parking requirements of the Land Use By-law.

Based on preliminary discussions with Property Valuation Services Corporation (PVSC), the estimated assessed value of the subject property, if utilized primarily for parking purposes, is in the range of \$60,000 to \$70,000. The current assessed value of the property, under its existing residential use, is \$226,900.

The property currently has a residential assessment, with a capped taxable assessment of \$132,700 in 2025. At the Town's residential tax rate of \$1.82 per \$100 of assessment, the property

generates approximately \$2,415.14 in municipal taxes. The proposed parking lot use would reduce the assessed value to an estimated \$60,000 to \$70,000. At the Town's commercial tax rate of \$4.30 per \$100 of assessment, the property would generate approximately \$2,580.00 to \$3,010.00 in municipal taxes. Although the proposed use would lower the overall assessed value, the higher commercial tax rate would increase in municipal tax revenue compared to the current capped residential assessment

Overall, Council must determine how to balance commercial expansion with neighbourhood protection; the MPS expressly supports economic activity and commercial stability as core planning objectives. Where appropriate controls secure compatibility with adjacent residential properties, extending the RMU designation to support the continued function and growth of an established business aligns with the Town's stated policy direction.

### **2.3. Draft Development Agreement**

Attached to this report is a draft development agreement. Main regulatory requirements of this DA include:

- 3.2.1 Requirement of a Stormwater Management Plan
- 3.3.1 The intended use of Subject Property
- 3.3.2 Driveway access Requirements
- 3.3.3 Requirements for consolidation with north adjacent PID for street access
- 3.3.4 Landscaped buffering requirements along King Street & south adjacent residential property – including retaining mature trees in buffer
- 3.3.5 Lighting Controls Requirements
- 3.3.6 Parking requirements
- 3.3.7 Maintenance of Property and Landscaped Buffer
- 3.3.8 Permitted Hours of Operation Control & Winter Maintenance

## **Part 3. Recommendations and Draft Motions**

### **3.1. Summary**

The application requests amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone the subject lands from Residential to Residential Mixed Use (RMU) to permit the demolition of an existing single-unit dwelling and the expansion of the adjacent Bruce Auto Group parking area. The subject property sits at the edge of an established residential neighbourhood along King Street, where low-density dwellings, mature trees, and a defined streetscape establish a consistent residential character. The principal planning consideration is whether the proposed expansion can occur while maintaining an established neighbourhood character.

The proposal would convert a residential lot to a surface parking area accessory to the existing dealership. While the expansion does not introduce new building mass or height, it increases the functional footprint of the commercial use. The proposal does not create a new access onto King Street, does not introduce commercial frontage along the street, and retains mature vegetation

with a landscaped buffer between the parking area and the public right-of-way. Public Works has identified no concerns related to traffic or servicing capacity.

Compatibility between commercial-supportive parking and adjacent residential uses depends on managing visual impact, lighting, drainage, and operational effects. The Development Agreement provides the primary mechanism to secure enforceable mitigation measures, including site layout controls, landscaped buffering, tree retention, lighting direction and height restrictions, fencing or screening where necessary, stormwater management requirements, and operational limitations. These controls represent the key levers available to Council to ensure the expanded parking area integrates respectfully within the existing neighbourhood context.

If Council supports the amendments and secures appropriate mitigation measures through a Development Agreement, the proposal can create a functional relationship between the subject lands and the existing dealership, while maintaining the established residential streetscape along King Street.

### Options

The proposed redesignation and rezoning represent a targeted, site-specific extension of the RMU framework to recognize the functional relationship between the subject lands and the existing dealership. The principal planning issue remains the protection of established neighbourhood character along King Street. At the same time, Council must consider the role of the dealership as an established commercial use and the broader objective of supporting local economic activity. This application requires Council to balance the opportunity for commercial growth and operational efficiency against the need to protect residential character, streetscape continuity, and adjacent property stability. Council holds three options:

- 1. Approve the amendments to redesignate and rezoning PID 05079264 and PID 05180641 from Residential to Residential Mixed-Use (RMU) and proceed by Development Agreement**

Council may approve the redesignation and rezoning and proceed by Development Agreement that secures mitigation measures such as buffering, landscaping, fencing, tree retention, lighting controls, defined access, and stormwater management. This approach would allow the parking lot while using the Development Agreement to manage compatibility and minimize impacts on the surrounding neighbourhood.

- 2. Refuse the amendments**

Council may refuse the application and retain the existing Residential (R) zoning. This option preserves the current development rights, which allows up to six (6) dwelling units by development permit, and maintains the established residential framework along King Street.

- 3. Approve with modifications or defer for further information**

Council may direct revisions to the proposal prior to approval, such as enhanced buffering, reduced parking layout, additional tree retention, or further technical review of stormwater and lighting. This option allows Council to seek a revised design that better balances commercial function with neighbourhood protection before making a final decision.

If Council supports the amendments and secures appropriate mitigation measures through the Development Agreement, the proposal can accommodate the expanded parking function while maintaining the established residential streetscape and minimizing adverse impacts on surrounding homes.

### **3.2. Staff Recommendation to PAC:**

Staff have reviewed the proposed amendments to the Municipal Planning Strategy and Land Use By-law for 18 King Street (PIDS 05079264 and 05180641) and evaluated the application against the intent of the RMU policies, compatibility considerations, and the surrounding residential character and context.

The primary planning consideration is whether Council can maintain the established residential character along King Street while introducing a commercial accessory use. Staff find that the Development Agreement process provides the appropriate mechanism to secure buffering, lighting controls, site layout requirements, stormwater management measures, and operational limitations necessary to ensure compatibility.

#### **Staff recommend the following for the Planning Advisory Committee's consideration:**

That the Planning Advisory Committee recommend that Council:

1. That the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and
2. PAC recommends that Council give initial consideration to the draft Development Agreement; and
3. Schedule a Public Hearing.

### **3.3. Proposed Motion for PAC:**

*Be it resolved THAT* the Planning Advisory Committee recommends that Municipal Council:

1. That the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and
2. PAC recommends that Council give Initial Consideration to the attached draft development agreement; and
3. Schedule a Public Hearing.

**Part 4. Appendices:**

**Appendix A: Summary of Policy Evaluation**

**Appendix B: Site Plan**

**Appendix C: Conceptual Stormwater Management Plan**

**Appendix D: Draft Development Agreement**

**Appendix E: Public Letters**

**Appendix F: PVSC Assessment Value**

**Appendix G: Public Information Meeting Minutes**

**Appendix A: Summary of Evaluation Criteria**

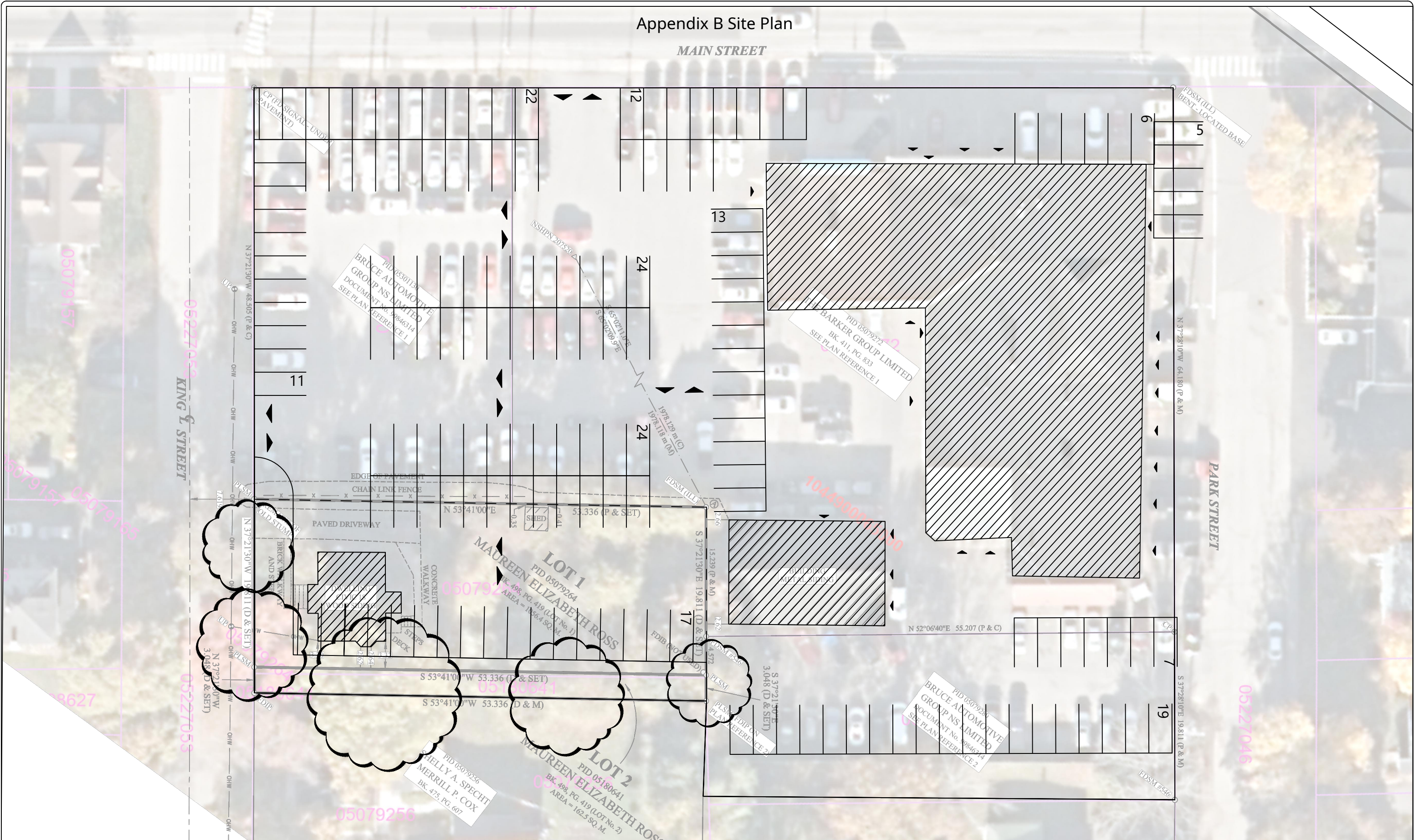
Policies	Comment and Concerns
<p>MPS Policy R3 – Generalized Future Land Use It shall be the intention of Council to create a Residential Mixed-Use Designation on the Generalized Future Land Use Map and encourage a mix of residential and commercial uses that are consistent with the character of existing residential structures.</p>	<p>The proposal seeks to redesignate the Subject Property from Residential to Residential Mixed Use to support an accessory parking use associated with an existing commercial operation.</p>
<p>MPS Policy R13 - Residential Mixed-Use Zone – Development Control It shall be the intention of Council to consider the expansion of existing commercial structures and existing commercial uses and the development of new structures for commercial use within the Residential Mixed Use (RMU) Zone only by Development Agreement. In addition to criteria contained in Policies IM15 and IM16, the design of all structures, the configuration of parking, and the provision of landscaping shall be consistent with the primary residential character of Main Street.</p>	<p>The proposed amendments enable the expansion of parking accessory to an existing commercial use. The application does not include new buildings or the expansion of commercial structures at this time. Policy R13 provides Council with the ability to require a Development Agreement should future commercial expansion or site development be proposed, ensuring that parking layout, landscaping, and compatibility with nearby residential uses receive review.</p>
<p>MPS Policy IM12 - General Implementation and Administration – Development Control It shall be the intention of Council to consider the following development only by Development Agreement, pursuant to enabling policies contained in this Strategy and subject to criteria contained in Policies IM15 and IM16:</p>	
<p>(b) the expansion of existing commercial structures and existing commercial uses and the development of new structures for commercial purposes within the Residential Mixed Use (RMU) pursuant to Policy R14;</p>	<p>The current application seeks amendments to the Municipal Planning Strategy and Land Use By-law only and does not propose new structures or building expansion. Policy IM12(b) confirms that, should the applicant propose future expansion of commercial structures or uses beyond what is permitted as-of-right, Council may require a Development Agreement. This policy ensures that the rezoning does not remove Council’s ability to regulate future development</p>

	impacts and supports approval of the amendments at the policy and zoning stage.
<p>MPS Policy IM17 - General Implementation and Administration</p> <p>In considering amendments to the zoning in the By-law or, entering into Development Agreements, in addition to all other criteria as set out in various policies of this planning strategy, Council shall have regard for the following matters:</p>	
(a) That the proposal is in conformance with the intents of this Strategy and with the requirements of all other Town By-laws and regulations;	The proposal is reasonably consistent with the intent of Municipal Planning Strategy and all other Town By-laws and regulation
(b) That the proposal is not premature or inappropriate by reason of:	
(i) the financial capability of the Town to absorb any costs relating to the development;	There are no known cost implications to the town.
(ii) the adequacy of sewer and groundwater to support the proposed density of development;	No impact
(iii) the adequacy and proximity of school, recreation, and other community facilities;	No impact
(iv) the adequacy of road networks adjacent to, or leading to, the development;	No new entry points are proposed for the site. Public Works reviewed the plan and has indicated no concerns.
(v) the potential for the contamination of water courses or the creation of erosion or sedimentation;	No known impacts
(vi) stored water capacity for fire protection;	No impacts
(vii) the potential for damage to or destruction of historical buildings and sites.	N/A
(c) That controls are contained in a Land Use By-Law or a Development Agreement so as to reduce conflict between the development and any other adjacent or nearby land use by reason of:	
(i) type of use;	Parking lot

(ii) emissions, including air and water pollutants and noise;	Light emission is controlled by directional lighting fixtures facing away from the adjacent residential properties.
(iii) height, bulk, and lot coverage of the proposed building;	There is an increase to non permeable surface proposed on the Subject Property. Stormwater management will be regulated by DA
(iv) traffic generation, access to and egress from the site, and parking;	There are no new access points to King Street. Traffic Authority has no concerns
(v) open storage;	To be regulated by the DA
(vi) signs;	To be regulated by the DA
(vii) similar matters of planning concern.	
(d) Suitability and development costs of the proposed site in terms of steepness of grades, soil and geological conditions, marshes, swamps or bogs , and proximity of highway ramps, railway rights-of-way, and other nuisance factors.	No know areas of concern
(e) Provision is made for buffering, landscaping, screening, and access control, to reduce potential incompatibility with adjacent land uses and traffic.	Site plan includes buffering along the southern boundary adjacent to residential property. The plan shows a 15-foot landscaped green space buffer between the edge of the proposed parking area and the southern property line, along with a fence along the Subject Property south boundary. DA to include buffering measures to reduce potential impacts on adjacent residential uses

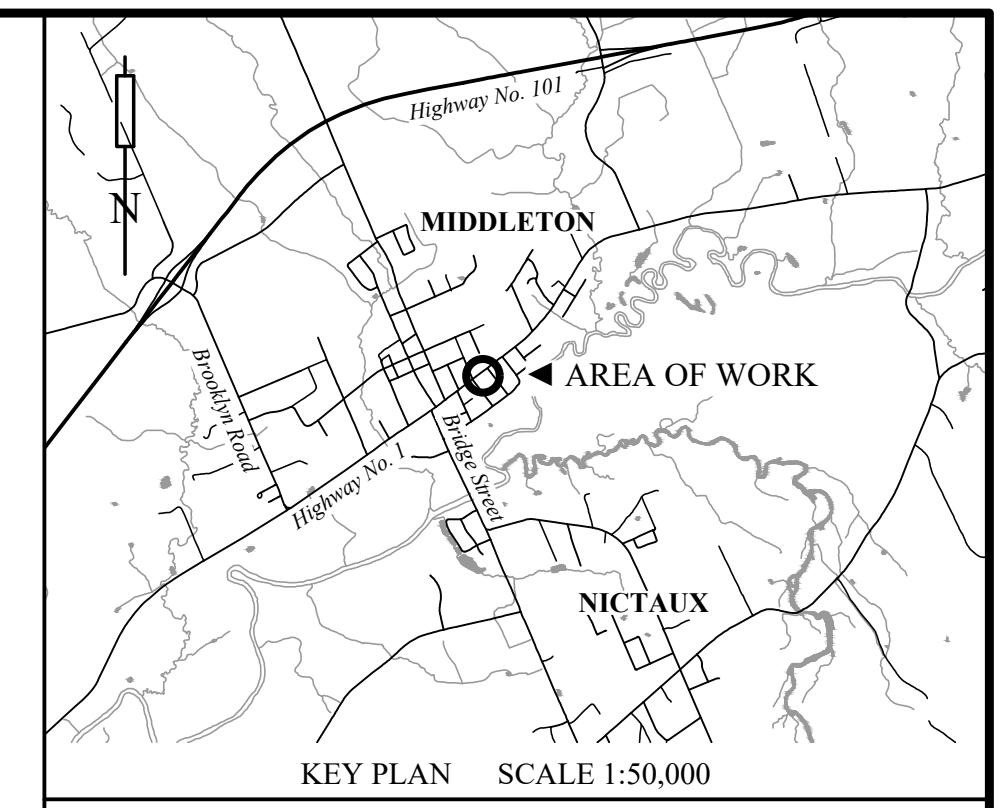
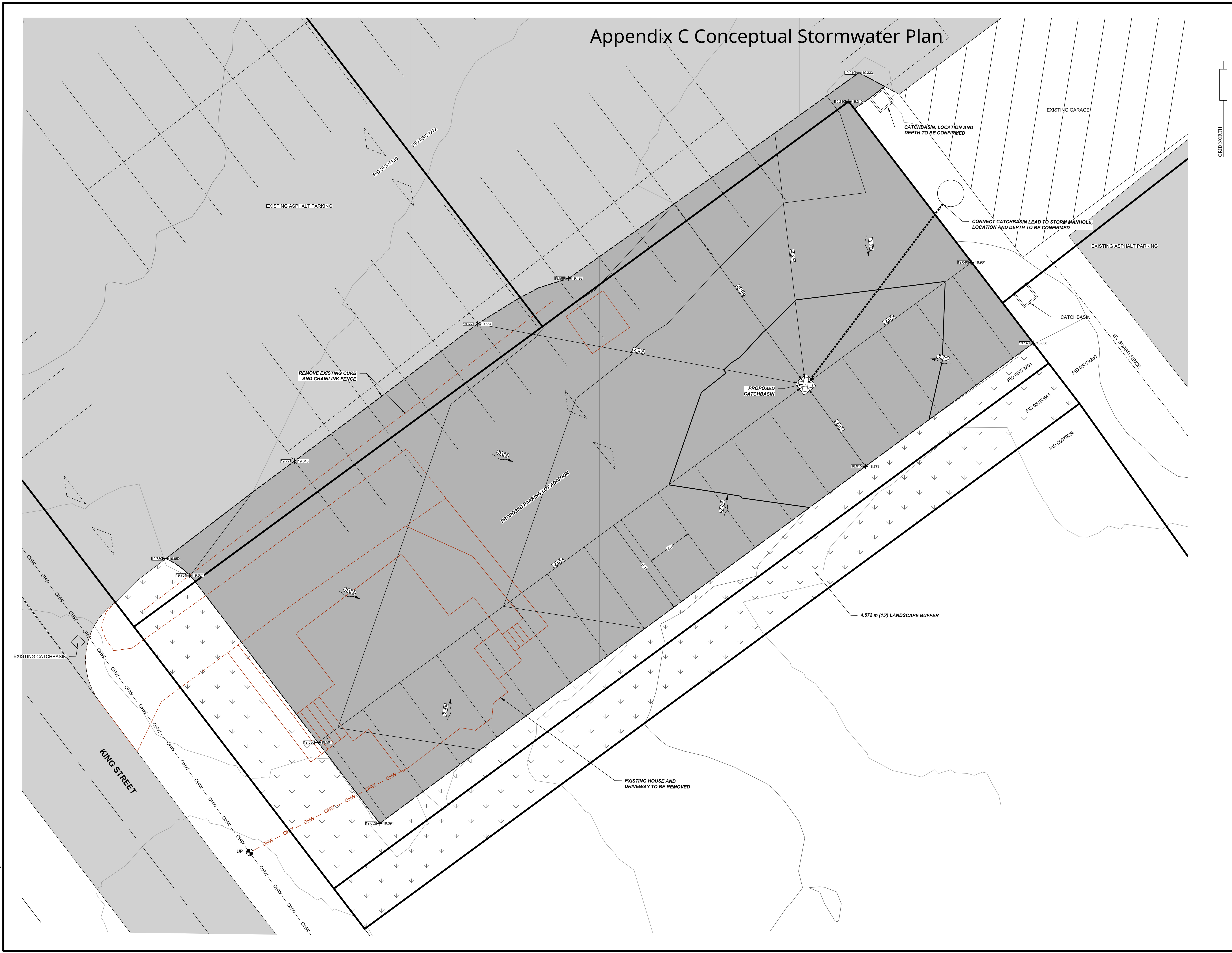
Appendix B Site Plan

MAIN STREET



<b>BRUCE GM</b> 394 MAIN STREET, MIDDLETON, NS	SHEET TITLE		SIZE: 11" x 17"	SHEET NUMBER
			SCALE: 1/2" = 1'	1
			DATE: 13/04/2023	
			DRAWN BY: ABB	

# Appendix C Conceptual Stormwater Plan



**REVISIONS**

1. ISSUED FOR CLIENT REVIEW - 2026 03 04
--

**LEGEND**

BEGINNING OF VERTICAL CURVE	BVC
END OF VERTICAL CURVE	EVC
POINT OF VERTICAL INTERSECTION	PVI
FINISHED GRADE	FG
CALCULATED	C
POINT OF CURVATURE	PC
POINT OF COMPOUND CURVATURE	PCC
CHORD	CH
MANHOLE (SANITARY)	MHS
MANHOLE (STORM)	MHST
CATCH BASIN	CB
FIRE HYDRANT	FH
WATER VALVE	WV
CALCULATED POINT	CP
UTILITY POLE	UP
RIGHT OF WAY	ROW
NOT TO SCALE	NTS
ANCHOR	AN
OVERHEAD WIRES	OHW
ELEVATION (PROPOSED + EXISTING)	7.75 + 7.63
PROPERTY LINE	PL
AREA TO BE FILLED	AF
SILT FENCE	SF

**CONCEPTUAL GRADING & DRAINAGE PLAN**  
SHOWING  
**PROPOSED PARKING LOT ADDITION**  
FOR  
**BRUCE AUTOMOTIVE GROUP**  
**NS LIMITED**

MAIN STREET  
MIDDLETON  
ANNAPOLIS COUNTY, NS

SCALE 1 : 100

DESIGNED BY PETER L. SNOW, P.ENG.

**DeWOLFE & MORSE SURVEYING LIMITED**  
P.O. BOX 520 MIDDLETON  
ANNAPOLIS COUNTY, N.S.  
BOS - 1P0  
Email: info@demosl.ca

S:\2026\2026077\CAD\2026077CSD.dwg

## Appendix E Public Letter - Tony Pye

### Middleton Development Officer

---

**From:** Tony Pye  
**Sent:** March 3, 2026 6:26 PM  
**To:** Hilary Campbell; Middleton Planner; Middleton Development Officer  
**Cc:** Ashley Crocker; Sara Marceau  
**Subject:** 18 king St.

Good afternoon PAC members

My name is Tony Pye and I live at 12 king street in Middleton. I have some concerns regarding the proposed rezoning of 18 King st.

Firstly this will not do anything to increase my property value I believe it will have the opposite effect and lower my property value.

Secondly this car dealership expansion will bring increased noise,street traffic,delivery trucks,nighttime lighting,environmental impact with all the trees they will be cutting down etc. This street is zoned residential I believe and should remain so. This property would be better used for housing people rather than selling more cars when we are in a housing shortage currently. I am also afraid that if my neighbours put their house up for sale will it be bought by this dealership and the business expanded again?

I thank you for your thoughts and consideration of my concerns during this approval process.

Thank you  
Tony

Sent from my iPhone

## Appendix E Public Letter - Merrill Cox and Shelley Specht

---

Merrill Cox & Shelley Specht  
16 King Street  
Middleton, NS  
B0S 1P0  
[coxmerrill@gmail.com](mailto:coxmerrill@gmail.com)  
[shelley.specht@yahoo.ca](mailto:shelley.specht@yahoo.ca)

February 19, 2026

Town of Middleton  
131 Commercial Street  
P.O. Box 340  
Middleton, NS  
B0S 1P0

Re: 18 King Street zone change application

Dear Mayor, Council Members and Planning Advisory Committee,

We are writing to formally **object** to the proposed commercial development and rezoning by Bruce Automotive Group at 18 King Street. We strongly believe that permitting this encroachment to the neighborhood would be detrimental to our quality of life. The following provides important historical context with a list of reasons for our objection.

We have lived at 16 King Street for thirty-five years and our property abuts 18 King Street. When we first arrived, the property located behind us was owned by a family who lived in a single-family dwelling. All our neighbors were wonderful, and we felt a sense of community. Everyone was quiet, respectful, and we were very happy living here. At that time, the Bruce Parking lot was not lit with the numerous bright lights that are there today and we were not threatened with their encroachment. Things have changed.

As Bruce grew their business, their presence became a nuisance to our neighborhood. The annoying pervasive parking lot lights were installed, and Bruce purchased 12 Park Street (the property behind us). In May of 1999, they requested a zone change from residential to commercial for this property. We recall the initial information meeting was very well attended and many spoke of their concerns. The application was denied (Planning Advisory Committee recommendation attached - Appendix A).

Despite the zoning change rejection, Bruce began using the property for commercial purposes. Cars were parked in the front and back yard, mechanical work was being performed on the

---

property, and snow was plowed across property boundaries onto neighboring properties (pictures attached – Appendix B). Staff were not provided with parking, and they parked on Park Street.

Neighboring residences and the whole of Park Street took the brunt of the negative impact, and many complaints were made to not only Bruce Automotive but also to the town, Provincial Ombudsman, and to GM Canada (attached – Appendix C). The neighborhood was under a lot of stress.

Bruce Automotive applied for a zoning change for 12 Park Street again in 2007. The owners of 18 King Street (Maureen Ross), 16 King Street (Merrill & Shelley), and 14 Park Street (Valerie Rhyndress) had a meeting with Justin Barker who assured us that he wanted to negotiate with us because we were the bordering properties. He stated that ‘we were the most important’ residents in the negotiation and it was important to him that we would be satisfied with the outcome.

We attended a meeting with residents of Park Street, but they had issues separate from ours. Although we all desired the property to remain residential, they had many issues with Bruce using their street for business purposes.

Most of the initial concerns regarding the rezoning were in direct consequence of the added stress to the area due to the growing business. In the end, we were shocked and disappointed to discover that the Park Street residents had negotiated an agreement with Bruce Automotive without us. We were outnumbered. In desperation to clean up their street, the Park Street residents had given their support to the zoning change with conditions. We attempted to have two conditions included but we were unsuccessful. The zoning change was approved.

Our requested conditions had pertained to privacy - we wanted a privacy fence between Bruce’s parking lot and 18 King Street and for the parking lot lights to be turned off at 11pm. We spoke to Justin Barker who told us that he could not afford to install a fence that year, but he would look at it the following year. He did not. We were told the lights were directed as far as they could be away from our properties, but it made no noticeable difference. The lights light up our property like a MLB ball park. As you can imagine, this has many negative consequences.

We were misled throughout the process. As soon as the Park Street residents pledged their support we were no longer ‘the most important residents’. The parking issue on Park Street was moved from the street into our backyards.

I have attached a list of the conditions agreed upon by the residents and Bruce, which Bruce promised to fulfill (Appendix D). We were told the town and the planning department would ensure that everything would be done, and done properly. They did not. One year after the agreed upon conditions were created, four of the fifteen were fulfilled.

---

The house at 12 Park Street was torn down, filled to the level of the Bruce Automotive property and paved. A fence was erected along the back and the side which borders our property and 14 Park Street. The fence was supposed to have been erected 20' from our property line but it was placed 13' from our line. At the start of its' erection, we called the Town of Middleton to notify them the fence was in the wrong location, but we were ignored. No one did anything and nothing changed.

Justin Barker told me that although they had to build a fence, they did not have to maintain the fence. A back section of the fence was removed in the summer 2024 and not replaced until Bruce Automotive purchased 18 King Street, in July 2025. We assume it was done to win some favour with the rezoning committee.

The filling and paving of 12 Park Street has negatively affected our backyard, and the backyards of neighboring properties. (See photos in the Appendix which demonstrate post paving of 12 Park Street.) Even with drains installed in the parking lot, snow melt and moderate rain now floods our yards. We used to have a healthy vegetable garden which has become soggy and nutrient depleted. Our rhubarb patch died and our lawn is unhealthy. Maureen at 18 King lost her raspberry patch and use of her back garden. If 18 King Street were to be paved, all our backyards would worsen, and we fear wet basements will be next.

We object to the rezoning of 18 King Street for the following reasons, in no particular order (please note that the property line is only 10 feet from our house):

- Increased traffic: The expansion of Bruce Automotive will increase traffic flow and could create significant safety hazards particularly for children who walk to school and cross at the intersection of King and Main.
- Environmental Impact/Noise, Light and Disturbance: The business is noisy; car horns, mechanical equipment, deliveries, and snow plowing. Melting snow run off into our yard will likely contain contaminants. The bright parking lot lights are illuminated throughout the night. Currently, the trees in the backyard of 18 King Street help block some of this lighting in our yard as well as our neighbors. If the trees are removed, we will have no protection. It is light pollution and we feel that it should not be allowed. A fence cannot protect us from the lights.
- Security & Safety/Loss of Privacy: Foot and vehicle traffic erodes the privacy of the neighborhood. Our yards, windows and outdoor spaces are exposed to bright lights and unfamiliar individuals. This diminishes our sense of security and enjoyment of property.
- Negative Impact on Property Values: Commercial intrusion is associated with declining property values not just for our property which would be the most affected, but for all homes on our street. Most of us cannot afford this loss. At the information meeting held on

---

February 19, 2026 we discussed the assessed value of Bruce's parking lot at 12 Park Street, comparing its value as commercial vs residential. The current value is \$27,700 which is far less than if the house had remained. (Viewpoint's historical data begins in 2008 when it was already a parking lot.)

Homebuyers are less likely to invest in an area with incompatible land uses. It creates long-term neighborhood instability.

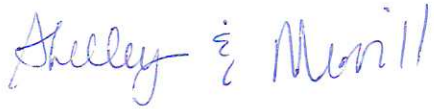
- Incompatible Land Use: Residential zoning preserves safety, livability and neighborhood cohesion. Allowing commercial activity in this location undermines the principles that protect established neighborhoods, especially at a time of an affordable housing crises.
- Security and Safety Concerns: The business attracts a level of public activity. Increased traffic and foot traffic at all hours seven days a week creates a loss of privacy and security. These disturbances degrade the area's residential quality.
- Erosion/Gradual loss of the neighborhood to Bruce Automotive: Why should residents lose enjoyment of our properties at the expense of a business that has grown too large for its current footprint? Residents are valuable to the town as well as businesses and Nova Scotia desperately needs more affordable housing.
- Commercial Zoning: This zoning allows for a multitude of business activities and in the future, the property could be transformed into very unfavorable uses (such as an automotive paint shop).
- Risk of Further Expansion: How far into the residential neighborhood is the town of Middleton willing to allow Bruce Automotive to go? Enough is enough!
- Loss of Residential Dwelling: Population growth should be encouraged in the town. The four-bedroom house on the property was well constructed and has been well maintained. It would make an excellent home for a new family who would be welcomed with open arms into our neighborhood.

For all the reasons stated above, we request the Town of Middleton reject the proposed re-zoning at 18 King Street. Please uphold the integrity and intent of our established residential zone.

---

Thank you for your consideration. Please accept this letter as an objection to be recorded as part of the official review process.

Sincerely,

A handwritten signature in blue ink that reads "Shelley & Merrill". The signature is written in a cursive style.

Merrill Cox & Shelley Specht  
16 King Street  
Middleton, NS

**REPORT TO:**         Annapolis District Planning Commission  
                       Town of Annapolis Royal  
                       Town of Bridgetown  
                       Town of Middleton

PAC  
                           HAC  
                           COUNCIL  
                           OTHER \_\_\_\_\_

**DATE:**                July 21, 1999

**FROM:**                Roger G. Sturtevant, MCIP, MUP

**SUBJECT:**            12 Park Street MPS & LUB Amendment Request

\*\*\*\*\*

An application to rezone 12 Park Street, Middleton was received by Council on May 3, 1999. The application was made by Bruce Chevrolet Oldsmobile Limited with the permission of the landowner C.B. Holdings Limited.

The property is zoned in the *Town of Middleton Land Use By-law* as *Restricted Residential (RR) Zone* and the parcel exists within the *Restricted Residential* designation on the *Municipal Planning Strategy Map-A Future Land Use Map*. The parcel is currently used for residential and is part of a well-established and defined residential neighbourhood.

Council referred this amendment request to the PAC for a *Public Participation Program* and a report back to Council. The PAC met several times on the matter and all residents within 200 feet of the proposed rezoning were given personal service of a notice of a public meeting. The residents have attended PAC meetings on the matter and participated in a survey regarding the desirability of the rezoning. Of the 22 residential parcels fronting on King and Park Streets, 19 households responded to a telephone survey. Two (2) households were in favour of the rezoning, 10 were opposed and 7 expressed no opinion. The survey was done at the request of PAC after all possibility of a collaborative solution involving residents and Bruce Chev Olds was exhausted.

From a planning view, the parcel is clearly part of a residential neighbourhood that has been given some protection from commercial encroachment through the recently reviewed MPS and LUB. Property values of residences are negatively affected by the proximity of the Highway Commercial zone and little if any benefit is apparent from a rezoning that would give permission for a wide range of automotive uses as a further intrusion into this neighbourhood. Parking problems have existed for decades in the area of this parcel, and after numerous attempts at finding design alternatives meeting the requirements of both proponents and neighbours, it appears that the rezoning would not provide a satisfactory solution and would create a threat of greater commercial traffic within this restricted residential neighbourhood.

The Planning Advisory Committee has dealt fully with the matter and has formed its recommendation in the form of a motion. Materials prepared by the ADPC for the Public Participation Program, the neighbourhood survey, PAC minutes and the motion of PAC is available from the Town Administration.

18  
KING  
BACK  
YARD





Thursday, January 04, 2007

General Motors of Canada Limited,  
Main Mailing Department CA1-002-002  
1908 Colonel Sam Drive,  
Oshawa, ON  
L1H 8P7

**RE: BRUCE GM DEALERSHIP – MIDDLETON, NOVA SCOTIA**

We were disappointed that no direct response was received from GM following our letter of November 2006 to the Town of Middleton, a copy of which was provided to you. (A further copy is enclosed for your ease of reference).

The GM Dealership operated by the Barker Group here in Middleton, is projecting a Corporate image to its neighbours which is contrary to that of a good corporate citizen

It is to be expected that any business and perhaps a car dealership more than most, can cause occasional inconvenience to its neighbours. However, the situation we face is that of **CONTINUAL** disregard for the by-laws governing our Town, as well as disrespect to we residents, resulting in an erosion of our property enjoyment and value by the visual and environmental damage flowing from the operation of this dealership.

Following our letter to the Town the residents attended a Council meeting on November 29<sup>th</sup>, 2006. A copy of the newspaper article reporting on this meeting is attached.

*Town Council*

The ~~Council~~ delayed action on our requests because their lawyer wished to give his legal opinion in camera. However, following the Council meeting we were asked to meet with an employee of Bruce GM to try to resolve some of our concerns.

It was during this meeting that we told that the reason for the excess inventory (which overflows the dealership lot) is because GM Canada forces the dealership to take the number of vehicles it does. We were also told that Bruce GM cannot move their location in Middleton because GM Canada would force them to open in Greenwood, rather than move in Middleton. This seems to suggest some coercion on their part and without GM's direct input it is difficult for us to determine the true position.

We would like to reiterate that Park Street **IS A RESIDENTIAL STREET** and the house abutting the dealership, which is now owned by Bruce GM, is and always has been zoned as "restricted residential" as has the entire street. These facts are simply ignored by the dealership in its efforts to persuade the residents to agree to a zoning variance and the demolition of this house resulting in further encroachment onto the street of its business. It appears to the residents that some of the cost of doing business is being underwritten by us, when other business decisions could be taken which would improve our quality of life and not diminish our property values.

We cannot emphasize enough that our sole reason for pursuing this dispute is to protect our right to quiet enjoyment of our property which is enshrined in the Charter of Rights. We have also been guided by your own corporate philosophy as set out so eloquently in the attached statement of GM's core values taken from your website.

We look forward to hearing from you and from any of the other parties to whom this letter has been copied.

Joyce & Brian Manns,  
15 Park Street,  
PO Box 1176,  
Middleton, NS  
B0S 1P0

On behalf of:  
The Residents and Tax Payers of Park Street and environs.

c.c. *Town of Middleton*  
*Office of the Ombudsman (Nova Scotia).*

Appendix D

---

From: Yvonne and Dave Matheson [mailto:mathesonyl@yahoo.com]  
Sent: Tuesday, May 13, 2008 4:52 PM  
To: jbarker@brucegm.com  
Cc: kriles@caohminconsulting.com; bldg@adpc.ca; cao@town.middleton.ns.ca  
Subject: Commitments for 12 Park Street

**START HERE** ↓

Hi Justin,

One year ago the Residents received a notice regarding the Rezoning and Improvements Proposal for 12 Park Street. The proposal outlined 15 commitments from Bruce GM. Could you please review these commitments which are attached and reply to the residents of Park, Goucher and King Streets as well as some residents along Main Street as to when the commitments will be completed.

Thanks,

Dave Matheson (Acting on behalf of the residents)  
22 Park Street  
825-2591

---

Be smarter than spam. See how smart SpamGuard is at giving junk email the boot with the All-new Yahoo! Mail

---

Be smarter than spam. See how smart SpamGuard is at giving junk email the boot with the All-new Yahoo! Mail

---

Looking for the perfect gift? Give the gift of Flickr!

## Commitments

1. Elimination of Bruce GM vehicles parking in front of residential homes on the street. ***There are still trucks parking occasionally in front of residential homes, notably the red collision truck.***
2. The removal of the building located at 12 Park Street – FULFILLED
3. All Bruce GM staff parking to be on 12 Park Street versus Park Street – FULFILLED
4. Excavation and proper drainage plan of property and paving of the property that will have a catch basin and underground pipe to take the properties excess water to the Town's storm water pipe underground on Park Street. - FULFILLED
5. Erect a screen/fence along the shared residential property lines to ensure an adequate buffer exists and is adhered to. The 8 foot high wooden fence has been placed 20 feet from the side property lines facing King Street and at the rear of the property facing south along Park Street. Landscaping is intended for the land between Bruce GM's external property line and 20 feet before you get to the fence.  
*Placed at 13'  
No landscaping*
6. Erect a hedge and fence along 50% of the border line along Park Street to ensure an additional buffer is in place. Mr. Barker has agreed to both a fence and hedge with the hedge being on the outside of the fence facing Park Street.
7. Estimated costs to undertake the items listed above are approximately \$75,000.
8. Ensure the ongoing management of the site in regards to snow removal, drainage and any repairs to the fence/screening.
9. Bruce GM to create a Community Liaison Officer within its Management Team. This Team will be the main contact with the neighbourhood and Community to answer any ongoing questions and inquiries from Residents.
10. The existing floodlights will be positioned as not to shine in residents homes during bedtime hours. ***The floodlights are still bothering some neighbours.***
11. Bruce GM will direct its staff to not use King, Park and Goucher streets for the test driving of vehicles. ***Test driving still occurs on a fairly regular basis.***
12. Bruce GM will direct its staff to not repair vehicles on residential street. ***Vehicles are still being repaired on Park Street.***
13. To ensure the hedge and fence on Park Street facing King Street is sufficient to protect adequate screening for residents. The hedge will be placed outside of the

fence to ensure a nicer visual look.

Placed at 13'


14. The buffer at the back portion of 12 Park Street facing King Street is shown at 20 feet in width. FULFILLED

None planted

15. The additional spruce trees are proposed along the L shape property line of Bruce GM's lot to provide a nice natural visual barrier for residents when they mature.

*Another concern that was supposed to be corrected after the No Truck signs were erected, was the elimination of trucks on residential streets other than those conducting legitimate business (i.e. Oil delivery). This is still a problem, with trucks ignoring the signs.*

re Department  
**WINTER DANCE**  
 uary 10th  
 3.m.  
 irk  
 on  
 elcome



**Stephen McNeil**

**MLA Annapolis**

St., Middleton,  
 ), BOS 1PO

825-6306(f)  
 16(h)  
 7-8533

@ns.aliantzinc.ca

**Weekend  
 Lis Royal**

ty, the Historical  
 Royal and the Town  
 I like to invite you to  
 Heritage Weekend.  
 Charlotte Perkins"  
 ; events.

**ary 16, 2007**  
 end Kick-off  
 nunity Arts Council  
 Awards Program  
 Guest Speaker  
 ow

**ary 17, 2007**  
 eritage Trees  
 orkshop  
 ):30- noon  
 rnoon Tea  
 urch Hall  
 m  
 ire, Sing-a-long  
 ating  
 sin Trail  
 er permitting)  
 colate

**ary 18, 2007**  
 Brook Taylor  
 ra on the Banks

**Hanse Society . . . Cont. from page 1**

Brown notes that as operators for the past decade, they have managed to improve the overall efficiency of the park's operations, showing major gains in the last two years. The operating surplus of \$200,000 this past year has allowed the board to alleviate any deficit – a condition of negotiating the transfer of ownership with the province.

"We've increased our income and reduced our costs," he says. "We want to see the park be here and be open and create employment and that's basically the bottom-line."

As owners of the park, the society will no longer receive annual operating funding from the province, though they will

still be able to apply for government grants should the need arise. In the meantime, Brown says that the \$310,000 in transitional funding will be stretched as far as possible over the next couple of years.

The society has also been successful in obtaining \$300,000 in funding for future developments from the county, conditional upon reaching an agreement with the province.

The recent agreement does not include the adjacent Wildlife Park, which will continue to be operated by the Hanse Society through its existing lease agreement with the Department of Natural Resources.

"The Hanse Society has done an excellent job operating



Dave Brown

Upper Clements Park," says Len Goucher, Minister of Tourism, Culture and Heritage. "They're a passionate group of community-minded Nova Scotians and we're pleased that they've accepted our offer to own and operate the park"

**Dealership told to halt work**

Ray Rice, CAO told council during its February 5 meeting that Bruce GM Motors has applied to rezone the property at 12 Park Street. Council referred the matter to the planning department. No decision on the rezoning can be made until

the matter has been advertised and a public hearing is held.

Rice added that the town has sent a cease and desist order to Bruce GM to halt the work being done at 12 Park Street. The work being done to the property is in violation of

town bylaws; and should it continue, the town has warned management that it will apply an injunction. A building inspector has been monitoring the situation to ensure that the dealership is complying with the order.

**RESPONSES  
 FROM THE WEB**

Go to [www.NovaNewsNow.com](http://www.NovaNewsNow.com) to have your say!

**Last WEEK'S  
 QUESTION:**

*Do you think gas price regulation is a good thing?*  
 31 per cent of respondents said YES  
 69 per cent of respondents said NO

**This WEEK'S  
 QUESTION:**

*Does Annapolis MLA Stephen McNeil have a shot at the provincial Liberal leadership?*

Answer online at [www.NovaNewsNow.com](http://www.NovaNewsNow.com)

**TOP HITS ON OUR WEBSITE I**

**Pete Lockett survives 101 crash**

Pete Lockett, a noted Maritime personality and owner of "Pete's Frootique" outlets in Halifax and Bedford, was involved in a two-vehicle collision last week on Highway 101 between exits 6 and 7 near Windsor.

Members of the Windsor District RCMP detachment and RCMP Annapolis Valley Traffic Services responded to the crash, which involved a car and truck.

Both drivers were transported to Hants Community Hospital. One driver received only minor injuries and was released. Lockett, who had to be cut from his vehicle by emergency crews using the Jaws of Life, was airlifted to the Queen Elizabeth II Hospital in Halifax with non-life

house was fully involved when firefighters arrived.

**Two accused due back in court**

The Crown and defence were granted more time by the court last Tuesday to coordinate trial dates for a Yarmouth County man who is facing numerous charges, many of them alleged to have occurred in the Wedgeport area.

The next court appearance for Gilbert Laurie Jacquard has been set for Feb. 20. He appeared briefly in court on Jan. 30, just long enough for the judge to agree to the adjournment.

Officially no pleas have been entered yet to the two-dozen or so charges before the court. That

Obi

**WOODROFFE**

Verna Eva - 8:  
 It is with de  
 family wishes  
 loss of our dea  
 mother and si  
 away peacefu  
 Saturday, Jan  
 Born in Halifa  
 12, 1924, she  
 of the late Reg  
 tie J. (Cranton  
 was predecea  
 husband, [  
 Woodroffe, ai  
 Carl R. Simmo  
 fondly loved  
 Sandra Benne  
 her son, Capt  
 Malchow) Woc  
 Trenton, Ont  
 cherished her  
 Heather (Jaso  
 River; Heidi  
 Bennett, Fall  
 (Cathy Coat  
 Courtenay, B.  
 Liu) Woodro  
 B.C.; and  
 Tremont. She  
 able joy in her  
 dren, Summ  
 North River, M  
 of Fall River, a  
 cover. She  
 missed by her  
 (Denise) Sim  
 and sisters, Ba  
 Dartmouth; D  
 ner, Lakelands  
 uncle, Jack  
 mouth; niece  
 friends. Verna  
 fax where she  
 beside her fa  
 and singing i  
 Baptist Churc  
 she and Don  
 Halifax and  
 Yarmouth wh  
 were raised. Th  
 active membe  
 national, volu  
 less hours in  
 ice. Retirement  
 to Granville I  
 revolved aro  
 family and cc  
 ties. In her  
 could always

16 KING STREET BACK YARD.



14 PARK STREET BACK YARD



16 & 14 KING STREET BACK YARDS



16 KING STREET BACK YARD



**Appendix F PVSC Assessment Value**

	<b>JUR: 25</b>	<b>TOWN OF MIDDLETON</b>	<b>AAN:</b>
<b>Primary Assignment:</b>	<b>71 -</b>	<b>Secondary Assignment:</b>	<b>04052374</b>
<b>NBHD: 250457</b>	<b>LUC: 0000</b>	<b>Res/Com: R</b>	<b>-</b>
<b>BRUCE AUTOMOTIVE GROUP NS LIMITED</b>			<b>ROLLTYPE: RPROLLEYEAR: 2027</b>
			<b>18 KING ST MIDDLETON</b>

**Values History**

Year	Land	Building	OBY	Total Building	Total Market Value Assessment	Cap Assessment
2026	\$29,100	\$226,000	900	\$226,900	\$256,000	\$0
2025	\$28,400	\$204,600	900	\$205,500	\$233,900	\$132,700
2024	\$27,200	\$174,900	700	\$175,600	\$202,800	\$130,800
2023	\$26,200	\$167,100	800	\$167,900	\$194,100	\$126,800
2022	\$21,800	\$144,500	700	\$145,200	\$167,000	\$117,800
2021	\$16,200	\$133,400	700	\$134,100	\$150,300	\$111,800
2020	\$16,200	\$131,900	700	\$132,600	\$148,800	\$111,500
2019	\$16,200	\$127,400	700	\$128,100	\$144,300	\$110,400
2018	\$16,200	\$124,300	700	\$125,000	\$141,200	\$107,300
2017	\$16,200	\$121,200	700	\$121,900	\$138,100	\$106,400
2016	\$16,200	\$118,900	700	\$119,600	\$135,800	\$105,000
2015	\$16,200	\$117,700	700	\$118,400	\$134,600	\$104,700
2014	\$16,200	\$114,100	700	\$114,800	\$131,000	\$102,600
2013	\$16,200	\$111,600	100	\$111,700	\$127,900	\$101,100
2012	\$16,200	\$102,100	100	\$102,200	\$118,400	\$99,800
2011	\$15,700	\$100,300	100	\$100,400	\$116,100	\$96,100
2010	\$15,700	\$96,100	100	\$96,200	\$111,900	\$93,400
2009	\$15,400	\$91,900	100	\$92,000	\$107,400	\$93,400
2008	\$14,000	\$81,500	100	\$81,600	\$95,600	\$90,400

This Development Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026

Between:

**Bruce Auto Group NS Limited** in Middleton, Nova Scotia,  
and hereinafter called the "Developer",

*OF THE FIRST PART*

-and-

**Town of Middleton**, a duly incorporated municipal body  
incorporated under the laws of the Province of Nova Scotia,  
hereinafter called the "Town"

*OF THE SECOND PART*

WHEREAS the Developer is the owner of certain lands known as 18 King Street in the Town of Middleton (PID 05079264 and PID 05180641) and more particularly described in the attached Schedule "A" and hereinafter called the "Property"; and

AND WHEREAS the Developer has submitted a detailed development proposal for a parking lot extension of Bruce Auto Group GM.

AND WHEREAS Policy R13 of the Town of Middleton Municipal Planning Strategy requires that an extension of the Residential Mixed-Use (RMU) zone only be permitted by Development Agreement.

AND WHEREAS the proposed development of the Property has been considered at a Public Hearing held on Insert Date and approved by a majority vote of the Town Council on Insert Date pursuant to requirements of the Municipal Government Act;

NOW THEREFORE in consideration of the various covenants and benefits hereinafter set out in this Agreement, the parties hereto agree as follows:

**Part 1: General Requirements and Administration**

**1.1 Applicability of Agreement**

1.1.1 The Developer agrees that the Property shall be developed and used only in accordance with and subject to the terms and conditions of this Agreement.

1.1.2 Variances to the requirements of the applicable Land Use By-law shall be permitted in accordance with the Municipal Government Act on the whole site as shown on Schedule B.

## **1.2 Applicability of Other By-laws, Statutes and Regulations**

1.2.1 Nothing in this Agreement shall exempt or be taken to exempt the Developer, lot owner or any other person from complying with the requirements of any by-law of the Town applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement), or any statute or regulation of the Provincial/Federal Government and the Developer or Lot Owner agree(s) to observe and comply with all such laws, by-laws and regulations, as may be amended from time to time, in connection with the development and use of the Property.

1.2.2 The Developer shall be responsible for securing all applicable approvals associated with the on-site and off-site servicing systems required to accommodate the development, including but not limited to the sanitary sewer system, water supply system, stormwater sewer and drainage system, and utilities. Such approvals shall be obtained in accordance with all applicable by-laws, standards, policies, and regulations of the Town and other approval agencies. All costs associated with the supply and installation of all servicing systems and utilities shall be the responsibility of the Developer. All design drawings and information shall be certified by a Professional Engineer or appropriate professional as required by this Agreement or other approval agencies.

## **1.3 Conflict**

1.3.1 Where the provisions of this Agreement conflict with those of any by-law of the Town applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement) or any provincial or federal statute or regulation, the higher or more stringent requirements shall prevail.

1.3.2 Where the written text of this Agreement conflicts with information provided in the Schedules attached to this Agreement, the written text of this Agreement shall prevail.

## **1.4 Costs, Expenses, Liabilities and Obligations**

1.4.1 The Developer shall be responsible for all costs, expenses, liabilities and obligations imposed under or incurred in order to satisfy the terms of this Agreement and all Federal, Provincial and Municipal laws, by-laws, regulations and codes applicable to the Property.

## **1.5 Provisions Severable**

1.5.1 The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

## **1.6 Property**

1.6.1 The Developer hereby represents and warrants to the Town that the Developer is the owner of the Property and that all owners of the Property have entered into this Agreement.

## **Part 2: Definitions**

2.1.1 All words used herein shall be defined as in the Land Use Bylaw and Subdivision Bylaw unless otherwise specifically defined herein. If not defined herein or in these Bylaws, the customary meaning shall apply.

2.2 When interpreting this agreement, the following words are defined as follows:

a) *Land Use Bylaw* means the Town of Middleton Land Use By-law adopted by Council on November 15, 2018, as amended from time to time.

b) *Municipal Planning Strategy* means the Town of Middleton Municipal Planning Strategy adopted by Town Council on November 15, 2018, as amended from time to time.

c) *Parking area* means a place for the parking of cars and trucks that are for sale or repair, or for staff parking. The parking area shall be an accessory use to the existing car dealership.

## **Part 3: Use of Property, Subdivision and Development Provisions**

### **3.1 Schedules**

3.1.1 The Developer shall develop the Property in a manner, which, in the opinion of the Development Officer, conforms with the following Schedules attached to this Agreement:

- a) Schedule A: Legal Description of the Property(s)
- b) Schedule B: Site Plan

### **3.2 Requirements Prior to approval**

3.2.1 Prior to the issuance of a Development Permit, the Developer shall provide the following to the Development Officer, unless otherwise permitted by the Development Officer:

- a) Submission of a site plan that generally complies with the Site Plan in Schedule B and this Agreement. The site plan shall include the location of lighting standards, parking stall and all landscaping features.
- b) A Stormwater management plan and connections to existing stormwater service on Park Street that is acceptable to the Town Engineer

### **3.3 General Description of Land Use**

3.3.1 The following uses are permitted on the Property:

- Commercial parking lot with a maximum of 17 full sized parking spaces and 12 partial parking spaces
- Accessory structure not to exceed 300 square feet
- Signs as per the LUB, as amended from time to time.

3.3.2 Driveway Access

- a) No driveway access is permitted to the Property.
- b) Driveway access shall be through PID 05301130.

3.3.3 Subdivision

The Property shall be consolidated with PID 05301130.

3.3.4 Landscaping

- a) The existing mature trees located within the 15-foot landscaped buffer along King Street and southern property line shall be retained and protected.
  - No removal or cutting of trees shall occur within the 15-foot landscaped buffer shown on the Site Plan as shown in Appendix B.
  - If any tree within the landscaped buffer dies or is removed due to safety concerns, it shall be replaced with a deciduous tree with a minimum height of 6 feet.
- b) Fencing along the southern boundary as shown on the Site Plan (Appendix B) shall comply with the LUB and subject to the following condition:
  - A continuous opaque, solid wood board fence, minimum height of 1.8 meters (6 ft.) shall be installed within the landscaped buffer of the southern property boundary

3.3.5 Lighting

All light standards located on PID 0507964 shall be directed away from adjacent residential properties, and shall include cut off fixtures, other similar tools. All light shall be directed away from the adjacent residential dwellings.

3.3.6 Parking

The total number of parking spaces permitted on the property shall not exceed the number shown on the approved Site Plan in Appendix B.

3.3.7 Maintenance

- a) The Developer shall be responsible to maintain the Property in compliance with all Town By-laws and applicable Provincial regulations and to ensure that the Property is maintained in a safe and clean condition.
- b) Maintenance of the landscaped buffer shall be maintained in a healthy condition. Any dead or damaged plantings shall be replaced in the next growing season.

#### 3.3.8 Hours of Operation

- a) Hours of operation for the parking area shall only be used Monday-Sunday 7am – 10pm. This includes loading, unloading, or idling.
- b) Winter maintenance shall occur Monday-Sunday at any time to plow snow or salt.

### **Part 4: Streets and Municipal Services**

#### **4.1 Off-Site Disturbance**

- 4.1.1 Any disturbance to existing off-site infrastructure resulting from the development, including but not limited to, streets, sidewalks, curbs and gutters, street trees, landscaped areas and utilities, shall be the responsibility of the Developer, and shall be reinstated, removed, replaced or relocated by the Developer as directed by the Development Officer, in consultation with the Town's Engineer or Director of Public Works.

### **Part 5: Amendments**

#### **5.1 Non-Substantive Amendments**

- 5.1.1 The following items are considered by both parties to be not substantive and may be amended through decision of the development officer.
  - a) Changes to landscaping and buffering requirements
  - b) Changes to hours of operation
  - c) Changes to the Timing and Completion provisions in section 6.3 and 6.4 of this Agreement.

#### **5.2 Substantive Amendments**

- 5.2.1 Amendments to any matters not identified under Section 5.1 shall be deemed substantive and may only be amended in accordance with the approval requirements of the Municipal Government Act.

### **Part 6: Registration, Effect of Conveyances and Discharge**

#### **6.1 Registration**

- 6.1.1 A copy of this Agreement and every amendment or discharge of this Agreement shall be recorded at the Registry of Deeds or Land Registry Office for the County of Annapolis, Nova Scotia and the Developer shall incur all costs in recording such documents.

## **6.2 Subsequent Owners**

6.2.1 This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Property which are the subject of this Agreement until this Agreement is discharged by Council.

6.2.2 Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s).

## **6.3 Commencement of Development**

6.3.1 In the event that development on the Property has not commenced within 2 years from the date of registration of this Agreement at the Registry of Deeds or Land Registry Office, as indicated herein, the Property shall conform with the provisions of the Land Use By-law.

6.3.2 For the purpose of this section, commencement of development shall mean issuance of a Development Permit.

6.3.3 For the purpose of this section, Council may consider granting an extension of the commencement of development time period through a resolution under Section 6.1, if the Town receives a written request from the Developer at least sixty (60) calendar days prior to the expiry of the commencement of development time period.

## **6.4 Completion of Development**

6.4.1 Upon the completion of the whole development, Council may review this Agreement, in whole or in part, and may:

- a) retain the Agreement in its present form;
- b) negotiate a new Agreement; or
- c) discharge this Agreement.

6.4.2 For the purpose of this section, completion of development shall mean issuance of a Development Permit.

## **6.5 Discharge of Agreement**

6.5.1 If the Developer fails to complete the development after three (3) years from the date of registration of this Agreement at the Registry of Deeds or Land Registration Office Council may review this Agreement, in whole or in part, and may:

- a) retain the Agreement in its present form;
- b) negotiate a new Agreement; or
- c) discharge this Agreement.

## **Part 7: Enforcement and Rights and Remedies on Default**

### **7.1 Enforcement**

7.1.1 The Developer agrees that any officer appointed by the Town to enforce this Agreement shall be granted access onto the Property during all reasonable hours without obtaining consent of the Developer. The Developer further agrees that, upon receiving written notification from an officer of the Town to inspect the interior of any building located on the Property, the Developer agrees to allow for such an inspection during any reasonable hour within seventy two hours of receiving such a request.

## **7.2 Failure to Comply**

7.2.1 If the Developer fails to observe or perform any condition of this Agreement after the Town has given the Developer 30 days written notice of the failure or default, then in each such case:

- a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defence based upon the allegation that damages would be an adequate remedy;
- b) The Town may enter onto the Property and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Property or from the performance of the covenants or remedial action, shall be a first lien on the Property and be shown on any tax certificate issued under the Assessment Act;
- c) The Town may by resolution discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; or
- d) In addition to the above remedies, the Town reserves the right to pursue any other remedy under the Municipal Government Act or Common Law in order to ensure compliance with this Agreement.

## **Part 8: Expenses**

8.1.1 In addition to the costs to be paid pursuant to section 6.1.1, any expenses incurred by the Town in exercising its rights under Section 7 shall be paid by the Developer to the Town. Such expenses may include, but are not limited to, costs incurred in returning property owned by the Town, or the Property to their original condition before the beginning of work on the development, costs incurred for entry on the Properties and performance of the Developer's obligations, and all solicitors' fees and disbursements incurred in terminating or discharging this Development Agreement. Such expenses shall be payable by the Developer to the Town as a debt and may be recovered from the Developer by direct suit. They shall form a charge upon the Properties. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest shall be treated as an expense.

8.1.2 The Developer shall be liable for any damage caused to public or private property by Developer or any contractor or other individual doing work related to the development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the development. The Developer shall obtain and maintain in force throughout the course of construction on the development, liability insurance coverage to ensure the responsibilities which the Developer is assuming in this section.

**Part 9: Notice**

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid,

if to the Town to:

**Town of Middleton**  
131 Commercial Street  
Middleton, NS  
B0S 1P0  
Attention: Chief Administrative Officer

And if to the Developer to:

**Bruce Auto Group NS Limited**  
90 Commercial Street  
Middleton, NS  
B0S 1P0  
Attention: Justin Barker

THIS AGREEMENT shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, agents, successors, and assigns.

IN WITNESS WHEREOF, this Agreement was properly executed by the respective parties on the day and year first above written

SIGNED, SEALED AND DELIVERED

In the presence of:

**Developer**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Justin Barker, President of Bruce Auto Group

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**Bruce Auto Group**

**Town of Middleton**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CAO/Clerk

## Schedule “A”, - Property Description

**PID 05079264** ALL that certain lot, piece or parcel of land situate, lying and being at Middleton, in the County of Annapolis and Province of Nova Scotia, and more particularly bounded and described as follows:

BEGINNING at a tree at the Southwest corner of lands of Renforth Elliott;

THENCE Easterly along lands of said Renforth Elliott and Albert Doucette one hundred and seventy-five feet to an iron stake;

THENCE in a Southerly direction along lands of P. E. Black sixty-five feet to an iron stake;

THENCE in a Westerly direction along lands of Renforth Elliott one hundred and seventy-five feet to an iron stake on the East side line of King Street, so called;

THENCE North along the East side bounds of King Street sixty-five feet to the place of beginning.

**PID 05079256** ALL that certain lot, piece or parcel of land situate, lying and being at Middleton, in the County of Annapolis and Province of Nova Scotia, and more particularly bounded and described as follows:

BEGINNING at the southwest corner bound of D. I. Ross;

THENCE in an easterly direction along the south side line of the said D. I. Ross' land one hundred and seventy-five feet or until it comes to the west boundary of P. E. Black's land;

THENCE at right angles south along the west line of the said P. E. Black's land ten feet to an iron stake;

THENCE at right angles west parallel with the north boundary of the said D. I. Ross lot, one hundred and seventy-five feet or until it comes to the east boundary of King Street so called;

THENCE north along the east side line of said King Street ten feet to the place of beginning.

## Schedule “B”, - Site Plan

A Public Information Meeting (PIM) of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 3:00pm.

## **PRESENT**

Chairing the meeting: Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer Ethan Oderkirk, Director of Public Works, Adam Verran, CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

Also in attendance: 26 attendees

### **1. CALL TO ORDER**

CAO Crocker called the meeting to order at 3:04pm.

### **2. ACTION/DISCUSSION ITEMS**

#### **2.1. MPS/LUB Amendment for 18 King Street**

Development Officer Ethan Oderkirk went over the staff report for 18 King Street.

##### **Gerry Bezanson, 13 King Street**

- What will the property taxes be?
  - Planner Fuller stated that it would be up to Property Valuation Services Corporation (PVSC) to determine any updated assessed value for the property.

##### **Lloyd Lombard, 45 Connaught Avenue**

- Has Council considered the impact on taxes, such as sewer and water?
  - Planner Fuller stated that considerations will include compatibility with the Town, as well as sewer, water, and overall financial impacts.

##### **Shelly Specht, 16 King Street**

- Lights are always turned on; however, lights are shining into their bedroom.
  - Alex Balcome stated that the lights for the new development will abut the residential area.
  - Planner Fuller stated that the lighting, hours of operation, and requirements are included in the Development Agreement (DA). The DA would not apply to the existing site; it applies only to the new site. The existing lights are a concern, as well as adding more.

**Lloyd Lombard, 45 Connaught Avenue**

- Expressed surprise that the Town does not have detailed information regarding the proposal and expansion. Noted that the commercial tax rate is higher; however, it is based on the assessed value.
  - Planner Fuller stated that it's the initial process and staff haven't done a full review.

**Shelly Specht, 16 King Street**

- There is currently a water issue related to when the existing property was built.
  - Alex Balcome stated that there are currently six catch basins on the property.
  - Planner Fuller stated that Alex Balcome can investigate the water issue on the existing property and follow up.

**Shelly Specht, 16 King Street**

- The fence would be approximately 6 feet tall. How close would it be to the property line?
  - Planner Fuller stated that the exact location is to be determined, but it must be on their side of the property line.

**Lloyd Lombard, 45 Connaught Avenue**

- Should install a fence that allows access without encroaching on the neighbor's property.
  - Planner Fuller stated that this involves bylaw considerations and would generally be treated as a civil matter.

**Councillor Smith**

- Asked whether the new lot would be used for employee parking or for existing sales parking.
  - Alex Balcome stated that the new lot would be designated for sales parking

**Hal Cox, 25 George Street**

- Will there be an increase in delivery trucks?
  - Planner Fuller stated that there would be no additional traffic and that vehicles would not turn onto King Street because of the new parking lot.

**Craig Parsons, Parson's Investments**

- How many additional truck spaces are there?
  - Planner Fuller stated there would be 17 additional parking spaces.

## 2.2. MPS/LUB Amendment for Magee Drive

Development Officer Ethan Oderkirk went over the staff report for a cluster development on Magee Drive.

### Lloyd Lombard, 45 Connaught Avenue

- Are these on slab?
  - Erin Dagley from EKD Match Design confirmed that these homes will be built on a slab.

### Brian Harvey, 82 Magee Drive

- How does this plan fit together and will there be another public meeting?
  - Heather McCormick from Annapolis County Housing Association stated that the development is fully integrated, accommodating young families and seniors. Based on the data collected, there is a diversity of ages, and it will likely be a mixed community.
  - Planner Fuller stated that the town does not regulate tenancy; the tenant mix will be determined by the organization, and there will be another public meeting before it is brought forward to Council.

### Doris Blood, 234 Main Street

- How much space is there between the green space and her property, and will a fence be installed?
  - Planner Fuller stated that the green space will directly abut her property, and since the planning is still in the early stages, details are unclear.

### Chris Dowell, 250 Main Street

- Will these units be rented or owned? Are there similar developments elsewhere in the province, and how are they functioning?
  - Heather McCormick stated that the units will be rented. She noted that, at the provincial level, there are new developments in Amherst, and most are rental. This is the first housing development of its kind in Nova Scotia in a rural type setting.
  - Heather added that the necessary structures and supports are already in place.

### Craig Parsons, Parson's Investments

- How does a not-for-profit operate, and what happens if the funding runs out?
  - Heather McCormick from the Annapolis Valley Housing Association stated none of us are paid; all work as volunteers. We are partnering with an experienced developer, who will eventually hand the project over to a Housing Association.

**Chris Dowell, 250 Main Street**

- Does a non-profit have a different tax rate?
  - CAO Crocker stated that a non-profit might be eligible for a tax exemption, but this would require further review.

**Tara Webb**

- Pointed out that it's important to recognize the value of this project as community infrastructure, benefiting employees, volunteers, and people with disabilities - a real bonus to the community.

**Brian Harvey, 82 Magee Drive**

- Have they determined the point of entry for construction on Magee?
  - Planner Fuller stated not yet, but construction will take place.

**Councillor Bartlett**

- Asked if this is part of the 514 units the province announced?
  - Heather McCormick, Annapolis County Housing Association: No.
  - CAO Crocker stated that this development comes from the Provincial Opportunity Notices (PONs), which is separate.

**Lloyd Lombard, 42 Connaught Avenue**

- Commented that everyone should be aware of radon in this area.

2.3. **Presentation – Annapolis County Housing Association**

The Annapolis County Housing Association gave a brief presentation on the cluster development for Magee Drive.

3. **ADJOURNMENT**

**260219.01:** It was moved and seconded to adjourn the meeting at 4:27pm. **Motion carried.**

---

CHAIR

---

RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: CAO Ashley Crocker, Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer, Ethan Oderkirk, Director of Public Works, Adam Verran, and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

**1. CALL TO ORDER**

Chair Selig called the meeting to order at 4:34pm.

**2. APPROVAL OF THE AGENDA**

**260219.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**260219.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

**4. ACTION/DISCUSSION ITEMS**

**4.1 Approval of Chair**

CAO Crocker called for nominations and Hilary Campbell was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations.

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations.

Hilary Campbell was acclaimed as Chair of the Planning Advisory Committee.

**4.2 Approval of Vice Chair**

Chair Campbell called for nominations and Howard Selig was nominated and accepted the nomination.

Chair Campbell called for nominations a 2<sup>nd</sup> time and there were no nominations.

Chair Campbell called for nominations a 3<sup>rd</sup> time and there were no nominations. Howard Selig was acclaimed as Vice Chair of the Planning Advisory Committee.

#### 4.3 Development Fees Staff Reports

Development Officer Ethan Oderkirk gave a presentation on the Development Fees Staff Report.

The fees do not fully cover the cost of issuing permits. Middleton should take this into consideration.

Councillor Bartlett suggested waiving the fees, noting that applicants would still be required to pay for sewer and water services.

CAO Crocker explained that even when a building fee is charged, the Town still incurs costs.

Chair Campbell noted there have been complaints about fees being too high in HRM. It was observed that when HRM increased its fees, it resulted in a decrease in applications, as well as impacts on resources and materials.

CAO Crocker clarified that there have been no complaints about the Town's current fees and that this discussion is strictly related to the Housing Accelerator Fund initiatives.

The Committee discussed encouraging growth in Town, noting that any adjustment does not need to be permanent and would not create a significant administrative burden.

Councillor Smith suggested offering a 50% reduction on building and development fees, similar to retail incentives.

CAO Crocker concluded that the broader goal is to promote tax revenue growth.

PAC recommends to Council that affordable housing development applications fees including accessory dwellings are waved for a period of one year. **Motion carried.**

#### 5. ANYTHING BY MEMBERS

Margaret Jerke provided clarification to an email she had distributed.

Planner Fuller stated that staff have been following up with Parson's Investments to obtain a proper plan. She added that expectations remain clear, and that developers are responsible for paying their required fees.

CAO Crocker provided a brief update on the Northlands Secondary Planning Strategy and the status of obtaining the appropriate plans. She noted that staff are doing their best to move the process forward and emphasized that the Town will not move ahead without proper plans and clear expectations.

6. **NEXT MEETING DATE**

To be determined.

7. **ADJOURNMENT**

**260219.03:** It was moved and seconded to adjourn the meeting at 5:26pm. **Motion carried.**

---

CHAIR

---

RECORDING SECRETARY

UNAPPROVED

A meeting of the Planning Advisory Committee (PAC) was held in person on Monday, April 13, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith and Jonathan Archibald; Citizens-at-large, Howard Selig, Dianne McDonald, and Margaret Jerke, Senior Project Manager Jennifer Nicholls, Development Officer, Ethan Oderkirk, Chief Administrative Officer, Ashley Crocker and Director of Public Works, Adam Verran.

Regrets: Councillor John Bartlett, Recording Secretary/Planning Services Coordinator, Sara Marceau

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260413.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1 Approval of the Previous Meeting Minutes**

February 19, 2026 Committee Meeting Minutes  
February 19, 2026 Public Information Meeting Minutes

An omission was noted by Dianne McDonald, and the minutes were considered approved as corrected.

**4. ACTION/DISCUSSION ITEMS**

**4.1 18 King Street, Planning Report**

Councillor Archibald declared a conflict of interest and left the discussion table.

Development Officer Ethan Oderkirk gave a presentation on the 18 King Street Planning Report.

Development Officer Oderkirk outlined concerns that were raised at the Public Information Meeting, including stormwater management (pooling and flooding neighboring yards), increased traffic on King Street, nuisance impacts (bright lighting), and the impact on the Town's tax base if the zoning change were to take place.

Oderkirk described the process moving forward, recommending that the request proceed by development agreement. He also outlined key aspects proposed for inclusion in a development agreement, to help address some of the public's concerns:

- Requirement of a stormwater management plan
- Outlines the intended use of Subject Property
- Driveway access requirements
- Landscaped buffering requirements along King Street and south adjacent residential property – including retaining mature trees in buffer
- Lighting controls requirements
- Parking requirements
- Maintenance of property and landscaped buffer
- Permitted hours of operation control and winter maintenance

Oderkirk then described the approval process, after which Committee members asked questions:

Margaret Jerke asked whether the public would still have an opportunity to voice concerns if the motion were recommended.

- Staff responded that yes, Council is required to hold a public hearing in conjunction with Second Reading

Dianne McDonald and Howard Selig expressed concern about bright lighting overnight and asked whether motion sensors or dimming could be used.

- Staff responded that motion detector lighting could be explored, and that there may be liability reasons that require lights to be on overnight.

Margaret Jerke asked for clarification on the timeline for installing fencing and buffers, and responsibility of maintaining the fence.

- Staff responded that the mature trees would be maintained, and the fencing would go in between the trees. Staff confirmed that the development agreement states that the applicant is responsible for maintaining the fence.

Councillor Smith asked about recourse if the applicant does not follow the development agreement.

- Staff responded that the development agreement will state that all actions required in the agreement must be completed before permits are awarded.

Councillor Smith also noted that it will only be evident if the stormwater management plan works if it rains. He said that there are public comments and complaints around flooding in that area since the previous parking lot was put in. He asked for clarification on how a stormwater management plan can be accepted if it's not certain it will work, and whether there are options if it doesn't work.

Chair Hilary Campbell asked if it was possible to write a one-year review clause into the development agreement to require the applicant to take additional steps to mitigate any problems that may arise if the stormwater management plan proves to be ineffective.

- Staff responded that they would need to investigate this.

Margaret Jerke noted that there were concerns from residents about the potential effect this project may have on property values in the area. She asked if a review has been completed on this.

- Staff explained that the potential impact on neighbouring property values is not a consideration in the application process.

Dianne MacDonald expressed concern for the environment, ensuring trees are protected and that the Town is a welcoming community.

Chair Hilary Campbell noted that, based on a review of the zoning map, this would be the first commercial/residential mixed zone without frontage on Main Street. While she acknowledged that mitigation measures could be implemented, she questioned whether permitting this property to expand further into residential areas could set a precedent and asked where such expansion would be limited. She emphasized that Council must carefully consider the potential negative impacts of commercial encroachment into residential neighborhoods.

CAO Crocker asked if there is a plan to consolidate the lot, so it is not separated and the only lot that is left without road frontage.

- Staff confirmed that the development agreement requires the lot to be consolidated with the one right above it, which would give the newly consolidated lot road frontage on Main Street.

Margaret Jerke asked for clarification on whether the applicant can put a separate entrance into the new parking lot from King Street.

- Staff responded that the current development agreement states that the new parking lot must be accessed through Main Street.

Committee members discussed amendments but chose to proceed while ensuring concerns were reflected in the minutes:

The PAC recommends that Council consider putting additional mitigation measures in the development agreement or ask staff and the applicant to further explore:

- 1) Planting of mature trees instead of saplings
- 2) A clause that the stormwater management plan be revisited after one year to see if the plan is working and if not, that the applicant be required to put additional measures in place to rectify any problems, particularly with flooding
- 3) Motion censored lights or lights that will dim overnight
- 4) The negative impacts of encroachment of commercial businesses into residential areas

**260413.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and that Council give initial consideration to the attached draft development agreement; and that Council schedule a Public Hearing. **Motion carried.** Councillor Smith voted against the motion.

Councillor Archibald returned to the discussion table.

#### 4.2 Magee Drive Amendments

Development Officer Ethan Oderkirk gave a presentation on the Magee Drive Amendments.

Development Officer Ethan Oderkirk clarified that only the amendments are coming forward at this time, and not the development agreement. This will give Council the discretion to allow grouped dwellings in its Municipal Planning Strategy and Land Use Bylaw. Any development over six (6) units must be approved by way of Development Agreement. Without having these amendments in place, a Development Agreement for Magee Drive cannot come forward.

Members of the Planning Advisory Committee asked a variety of questions:

Councillor Archibald asked how this development relates to trailer park situations, and if it would enable trailer parks in Town.

- Staff replied that trailer parks are a land-leased community, not a grouped dwelling. A trailer could be brought in, but only by Development Agreement.

Howard Selig asked if the grouped dwellings will all be one owner.

- Staff replied that yes, it is one owner for all the buildings.

**260413.03** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Howard Selig expressed concern regarding increased lighting levels in the Industrial Park on the west side of Town. He noted that the intensity of lighting has grown and is impacting his property on Victoria Street, making it difficult to enjoy the area after dark. Mr. Selig indicated he is not aware of any existing Town bylaw or policy governing lighting and suggested that guidelines related to light pollution be explored.

Margaret Jerke expressed concern about the importance of maintaining clear boundaries between commercial and residential areas, noting that the Town should remain mindful of preventing the encroachment of commercial uses into residential neighborhoods.

6. **NEXT MEETING DATE**

Tuesday May 12<sup>th</sup> at 4:00pm. One agenda item Magee Drive Development Agreement.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:16pm.

---

CHAIR

---

RECORDING SECRETARY

**REQUEST FOR DECISION**  
**2<sup>nd</sup> Reading – Magee Drive Amendments**  
**RFD#: 043-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** May 19, 2026  
**Subject:** 2<sup>nd</sup> Reading for Magee Drive Amendments

---

**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

**References/Attachments**

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- First Reading Report – April 20, 2026
- Planning Report dated April 13, 2026
- Planning Advisory Committee Minutes – February 19, 2026
- Planning Advisory Committee Public Information Meeting Minutes – February 19, 2026
- Planning Advisory Committee Minutes – April 13, 2026
- Planning Advisory Committee Minutes – May 12, 2026

**Legislation**

- *Municipal Government Act*

**Recommendation**

That Council gives second reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement.

**Background**

See attached First Reading Report dated April 20, 2026, Planning Report dated April 13, 2026, and the Planning Advisory Committee Minutes from the May 12, 2026, meeting.

**REQUEST FOR DECISION**  
**2<sup>nd</sup> Reading – Magee Drive Amendments**  
**RFD#: 043-2026**



The *Municipal Government Act* section 206 (1) requires that public hearings be advertised at least two weeks prior to the hearing date. A notice advertising the public hearing on May 19<sup>th</sup> was posted on the Town’s website on April 30<sup>th</sup>.

Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: May 19, 2026

# First Reading Report

April 20<sup>th</sup>, 2026



---

To: Middleton Municipal Council

From: Planning Staff – Ethan Oderkirk

Date: 2026-04-20

Reference: Amendments to the Municipal Planning Strategy and Land Use By-law to enable grouped dwellings by Development Agreement within the Residential Designation

---

The following recommendations for First Reading to Council are being forwarded from the Planning Advisory Committee for further discussion and action:

**THAT Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process.**

The purpose of this report is to present proposed amendments to the Municipal Planning Strategy and Land Use By-law that would allow Council to consider grouped dwellings by Development Agreement within the Residential Designation. The amendments do not approve a specific development. They create a policy path for Council to consider future proposals on a case-by-case basis.

The Town received a proposal for a grouped dwelling development on Magee Drive on 4 February 2026. The subject property is designated Residential under the Municipal Planning Strategy and zoned Residential under the Land Use By-law. The Residential Zone already permits a range of housing types, including grouped dwellings. However, the current policy framework does not clearly allow Council to consider grouped dwellings with more than six units through a Development Agreement. That is the gap these amendments address.

The proposed amendments are narrow. The main change is that they would add grouped dwellings to the existing Development Agreement framework already used for other larger or more complex residential developments. The amendments would also revise the grouped dwelling lot area standard in the Residential Zone from 510 square metres to 325 square metres to better reflect this housing form.

From a planning perspective, the main question is not whether a specific proposal should proceed. The question is whether Council should have a clear mechanism to consider grouped dwellings through a discretionary review process when they exceed the current as-of-right framework. It gives Council a clearer tool, keeps municipal oversight in place, and allows each proposal to be reviewed on its own merits. Through a Development Agreement, Council can consider site layout, parking, buffering,

landscaping, access, servicing, stormwater management, and compatibility with surrounding development before making a final decision on any project.

The amendments also support a broader range of housing forms in serviced areas of Town. They remain consistent with the residential intent of the Municipal Planning Strategy because they do not introduce a non-residential use. They simply allow Council to consider a different residential form through a more detailed review process.

Public discussion to date has focused on matters such as buffering, access, community fit, and site design. Those are valid planning issues, but they relate to the review of a specific development proposal rather than the amendments themselves. If Council adopts these amendments, staff can address those issues in detail through a separate Development Agreement process tied to a particular application.

PAC also asked whether the grouped dwelling provisions could allow a mobile home park or trailer-style development. The current Land Use By-law does not expressly permit mobile home parks as a use, and it does not distinguish grouped dwellings from mobile homes based on land tenure or ownership structure, such as leased land versus central ownership. While a proposal involving manufactured dwellings might be argued under the grouped dwelling provisions if it met that definition and all applicable standards. If Council would like that form of development to be clearly allowed or clearly excluded, the cleaner approach would be to amend the by-law to say so directly.

In summary, the proposed amendments would create a straightforward policy mechanism for Council to consider grouped dwellings by Development Agreement within the Residential Designation. The amendments are limited in scope, align with the residential intent of the Strategy, and maintain Council's control over future site-specific review. For those reasons, staff recommend that Council give First Reading to the proposed amendments and direct staff to proceed with the Public Hearing process.

# Planning Report

DATE 13 April, 2026

---

To: Middleton Planning Advisory Committee

Prepared By: Ethan Oderkirk, Junior Planner

Date: 13 April, 2026

Reference: Amendments to the Municipal Planning Strategy and Land Use Bylaw to enable grouped dwellings by Development Agreement in the Residential Designation

---

## Recommendation:

Staff recommend that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and reduce the minimum lot area requirement from 510m<sup>2</sup> to 325m<sup>2</sup>, and direct staff to proceed with the required Public Hearing process.

This report addresses only the proposed policy amendments. The related Development Agreement for an affordable housing project, which triggered the proposed amendments, will be considered under a separate report.

### 1.1. Purpose

This report presents proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law for Planning Advisory Committee consideration. The amendments will add Grouped Dwellings to the existing Development Agreement framework in the Residential Designation. They would not approve a specific development.

### 1.2. Background

The Town received a proposal for a grouped dwelling development on Magee Drive on 4 February 2026. The subject property is designated Residential under the Municipal Planning Strategy and zoned Residential (R) under the Land Use By-law.

The Residential Zone already permits a range of residential building forms. Larger residential developments containing more than six (6) units must proceed by Development Agreement. Policy R9 currently lists multiple unit dwellings, townhouse dwellings, conversions of existing residential structures containing seven or more units, and several institutional or lodging-related uses, but it does not list grouped dwellings.

As a result, Council does not currently have a clear policy path forward to consider grouped dwellings of more than six units through the Development Agreement process. The proposed amendments address that gap.

### 1.3. Policy Review

The Residential Designation supports residential development in Middleton. Policies R1 and R2 encourage a range of housing forms within the Town, and direct it to appropriate areas. The proposed amendments remain consistent with that direction because they retain residential use on residentially designated land and expand Council's ability to consider another housing form through a discretionary process.

Policy R9 already uses Development Agreements to review larger or more complex residential forms. The proposed amendments follow that same approach. They would allow Council to consider them case by case, subject to the evaluation criteria in the Strategy and the terms of a future Development Agreement, unless in the residential zone where they are permitted up to six (6) dwelling units as of right.

Policies IM16, and IM17 provide the broader framework for Development Agreements and implementation. Through that framework, Council can assess site design, access, parking, buffering, landscaping, servicing, stormwater management, and compatibility with surrounding development when a specific application comes forward.

### 1.4. Proposed Amendments

The proposed amendments are narrow and administrative in nature. They will:

- Amend the Municipal Planning Strategy to add grouped dwellings to the list of uses that Council may consider by Development Agreement within the Residential Designation; and
- Amend the Land Use By-law as required to correct and align the by-law with the amended policy framework.

The intent of the changes is to allow Council to consider grouped dwellings through the Development Agreement process and to revise the minimum lot area requirement to better reflect this housing form.

- **MPS Policy R9:** add grouped dwellings to the list of uses Council may consider by Development Agreement in the Residential Designation.
- **Land Use By-law Section 2.5:** add grouped dwellings to the list of uses considered by Development Agreement and align the By-law with the proposed MPS amendment.
- **Land Use By-law Section 5.25:** clarify that grouped dwellings with more than six (6) dwelling units require Development Agreement approval. Also, clarify that grouped dwellings in the residential zone are permitted up to six (6) dwelling units.
- **Land Use By-law Section 7.2:** reduce the minimum lot area requirement for grouped dwellings in the Residential Zone from 510 m<sup>2</sup> to 325 m<sup>2</sup>

## **1.5. Planning analysis**

From a land use planning perspective, the main issue is not whether a specific grouped dwelling proposal should proceed. The main issue is whether the current policy and regulatory framework should allow Council to consider grouped dwellings, where appropriate, through the same Development Agreement process already used for other larger residential developments.

Staff support the proposed amendments because they create a clear and limited framework for Council to consider grouped dwellings in the Residential Designation. The amendments add grouped dwellings to the Development Agreement framework and reduce the minimum lot area requirement for grouped dwellings from 510 m<sup>2</sup> to 325 m<sup>2</sup>. Together, these changes better reflect the compact nature of this housing form while maintaining Council's review authority.

The proposed amendments do not approve any specific development. Instead, they improve the policy framework and maintain Council's ability to review each proposal on its own merits and apply site-specific conditions through a future Development Agreement. That process allows Council to consider matters such as site layout, access, parking, buffering, landscaping, servicing, and compatibility with surrounding land uses.

The amendments also support a broader range of housing forms in serviced areas of Town. They align with the residential intent of the Municipal Planning Strategy and provide additional flexibility while retaining municipal oversight.

## **1.6. Public Engagement**

The Town held a Public Information Meeting on 19 February 2026. Public comments raised matters such as buffering, access, community fit, and related site design issues. Those are legitimate planning considerations, but they relate primarily to the review of a specific development proposal and should be addressed through a separate Development Agreement process rather than through the amendments themselves.

## **1.7. Conclusion**

The proposed amendments would create a straightforward policy mechanism for Council to consider grouped dwellings by Development Agreement within the Residential Designation. Staff consider that to be a reasonable amendment to the current planning framework. The amendment is limited in scope, consistent with the residential intent of the Strategy, and maintains Council's control over future site-specific review.

## **1.8. Draft Motion**

That the Middleton Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process.

**Appendices:**

**Appendix A:** Proposed Amendments

**Appendix B:** Public Information Meeting Minutes

## **Municipal Planning Strategy**

### **PART 2 PLANNING STRATEGY GOALS AND POLICIES**

#### Section 2.3 – Residential Policy R9

*“It shall be the intention of Council to consider the development of new multiple unit dwellings, townhouses dwellings, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation by Development Agreement subject to criteria contained in Policy IM15 and IM16.”*

Amend:

It shall be the intention of Council to consider the development of new multiple unit dwellings, townhouses dwellings, *Grouped Dwellings*, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation by Development Agreement subject to criteria contained in Policy IM15, *IM16 and IM17*.

## **Land Use By-law**

### **PART 2 ADMINISTRATION**

#### Section 2.5 – Uses considered by development agreement

- (a) new multiple unit dwellings, townhouses dwellings, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation pursuant to MPS Policy R10;

Amend:

- (a) new multiple unit dwellings, townhouses dwellings, *Grouped Dwellings*, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation pursuant to MPS Policy *R9*;

### **PART 5 GENERAL PROVISIONS FOR ALL ZONES**

#### **Section 5.25 – One main building to a lot**

b) Grouped dwellings considered by Development Agreement.

Amend:

b) *Grouped dwellings with six (6) or fewer dwelling units in the Residential (R) Zone*

c) Grouped dwellings *greater than six (6) dwelling units* considered by Development Agreement

## **PART 7 RESIDENTIAL (R) ZONE**

### **Section 7.2 – Zone Requirements**

Grouped dwellings | Lot Area | 510m<sup>2</sup>

Amend:

Grouped dwellings | Lot Area | *325m<sup>2</sup>*

A meeting of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: CAO Ashley Crocker, Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer, Ethan Oderkirk, Director of Public Works, Adam Verran, and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

**1. CALL TO ORDER**

Chair Selig called the meeting to order at 4:34pm.

**2. APPROVAL OF THE AGENDA**

**260219.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**260219.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

**4. ACTION/DISCUSSION ITEMS**

**4.1 Approval of Chair**

CAO Crocker called for nominations and Hilary Campbell was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations.

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations.

Hilary Campbell was acclaimed as Chair of the Planning Advisory Committee.

**4.2 Approval of Vice Chair**

Chair Campbell called for nominations and Howard Selig was nominated and accepted the nomination.

Chair Campbell called for nominations a 2<sup>nd</sup> time and there were no nominations.

Chair Campbell called for nominations a 3<sup>rd</sup> time and there were no nominations. Howard Selig was acclaimed as Vice Chair of the Planning Advisory Committee.

#### 4.3 Development Fees Staff Reports

Development Officer Ethan Oderkirk gave a presentation on the Development Fees Staff Report.

The fees do not fully cover the cost of issuing permits. Middleton should take this into consideration.

Councillor Bartlett suggested waiving the fees, noting that applicants would still be required to pay for sewer and water services.

CAO Crocker explained that even when a building fee is charged, the Town still incurs costs.

Chair Campbell noted there have been complaints about fees being too high in HRM. It was observed that when HRM increased its fees, it resulted in a decrease in applications, as well as impacts on resources and materials.

CAO Crocker clarified that there have been no complaints about the Town's current fees and that this discussion is strictly related to the Housing Accelerator Fund initiatives.

The Committee discussed encouraging growth in Town, noting that any adjustment does not need to be permanent and would not create a significant administrative burden.

Councillor Smith suggested offering a 50% reduction on building and development fees, similar to retail incentives.

CAO Crocker concluded that the broader goal is to promote tax revenue growth.

PAC recommends to Council that affordable housing development applications fees including accessory dwellings are waved for a period of one year. **Motion carried.**

#### 5. ANYTHING BY MEMBERS

Margaret Jerke provided clarification to an email she had distributed.

Planner Fuller stated that staff have been following up with Parson's Investments to obtain a proper plan. She added that expectations remain clear, and that developers are responsible for paying their required fees.

CAO Crocker provided a brief update on the Northlands Secondary Planning Strategy and the status of obtaining the appropriate plans. She noted that staff are doing their best to move the process forward and emphasized that the Town will not move ahead without proper plans and clear expectations.

6. **NEXT MEETING DATE**

To be determined.

7. **ADJOURNMENT**

**260219.03:** It was moved and seconded to adjourn the meeting at 5:26pm. **Motion carried.**

---

CHAIR

---

RECORDING SECRETARY

UNAPPROVED

A Public Information Meeting (PIM) of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 3:00pm.

## **PRESENT**

Chairing the meeting: Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer Ethan Oderkirk, Director of Public Works, Adam Verran, CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

Also in attendance: 26 attendees

### **1. CALL TO ORDER**

CAO Crocker called the meeting to order at 3:04pm.

### **2. ACTION/DISCUSSION ITEMS**

#### **2.1. MPS/LUB Amendment for 18 King Street**

Development Officer Ethan Oderkirk went over the staff report for 18 King Street.

##### **Gerry Bezanson, 13 King Street**

- What will the property taxes be?
  - Planner Fuller stated that it would be up to Property Valuation Services Corporation (PVSC) to determine any updated assessed value for the property.

##### **Lloyd Lombard, 45 Connaught Avenue**

- Has Council considered the impact on taxes, such as sewer and water?
  - Planner Fuller stated that considerations will include compatibility with the Town, as well as sewer, water, and overall financial impacts.

##### **Shelly Specht, 16 King Street**

- Lights are always turned on; however, lights are shining into their bedroom.
  - Alex Balcome stated that the lights for the new development will abut the residential area.
  - Planner Fuller stated that the lighting, hours of operation, and requirements are included in the Development Agreement (DA). The DA would not apply to the existing site; it applies only to the new site. The existing lights are a concern, as well as adding more.

**Lloyd Lombard, 45 Connaught Avenue**

- Expressed surprise that the Town does not have detailed information regarding the proposal and expansion. Noted that the commercial tax rate is higher; however, it is based on the assessed value.
  - Planner Fuller stated that it's the initial process and staff haven't done a full review.

**Shelly Specht, 16 King Street**

- There is currently a water issue related to when the existing property was built.
  - Alex Balcome stated that there are currently six catch basins on the property.
  - Planner Fuller stated that Alex Balcome can investigate the water issue on the existing property and follow up.

**Shelly Specht, 16 King Street**

- The fence would be approximately 6 feet tall. How close would it be to the property line?
  - Planner Fuller stated that the exact location is to be determined, but it must be on their side of the property line.

**Lloyd Lombard, 45 Connaught Avenue**

- Should install a fence that allows access without encroaching on the neighbor's property.
  - Planner Fuller stated that this involves bylaw considerations and would generally be treated as a civil matter.

**Councillor Smith**

- Asked whether the new lot would be used for employee parking or for existing sales parking.
  - Alex Balcome stated that the new lot would be designated for sales parking

**Hal Cox, 25 George Street**

- Will there be an increase in delivery trucks?
  - Planner Fuller stated that there would be no additional traffic and that vehicles would not turn onto King Street because of the new parking lot.

**Craig Parsons, Parson's Investments**

- How many additional truck spaces are there?
  - Planner Fuller stated there would be 17 additional parking spaces.

## 2.2. MPS/LUB Amendment for Magee Drive

Development Officer Ethan Oderkirk went over the staff report for a cluster development on Magee Drive.

### Lloyd Lombard, 45 Connaught Avenue

- Are these on slab?
  - Erin Dagley from EKD Match Design confirmed that these homes will be built on a slab.

### Brian Harvey, 82 Magee Drive

- How does this plan fit together and will there be another public meeting?
  - Heather McCormick from Annapolis County Housing Association stated that the development is fully integrated, accommodating young families and seniors. Based on the data collected, there is a diversity of ages, and it will likely be a mixed community.
  - Planner Fuller stated that the town does not regulate tenancy; the tenant mix will be determined by the organization, and there will be another public meeting before it is brought forward to Council.

### Doris Blood, 234 Main Street

- How much space is there between the green space and her property, and will a fence be installed?
  - Planner Fuller stated that the green space will directly abut her property, and since the planning is still in the early stages, details are unclear.

### Chris Dowell, 250 Main Street

- Will these units be rented or owned? Are there similar developments elsewhere in the province, and how are they functioning?
  - Heather McCormick stated that the units will be rented. She noted that, at the provincial level, there are new developments in Amherst, and most are rental. This is the first housing development of its kind in Nova Scotia in a rural type setting.
  - Heather added that the necessary structures and supports are already in place.

### Craig Parsons, Parson's Investments

- How does a not-for-profit operate, and what happens if the funding runs out?
  - Heather McCormick from the Annapolis Valley Housing Association stated none of us are paid; all work as volunteers. We are partnering with an experienced developer, who will eventually hand the project over to a Housing Association.

**Chris Dowell, 250 Main Street**

- Does a non-profit have a different tax rate?
  - CAO Crocker stated that a non-profit might be eligible for a tax exemption, but this would require further review.

**Tara Webb**

- Pointed out that it's important to recognize the value of this project as community infrastructure, benefiting employees, volunteers, and people with disabilities - a real bonus to the community.

**Brian Harvey, 82 Magee Drive**

- Have they determined the point of entry for construction on Magee?
  - Planner Fuller stated not yet, but construction will take place.

**Councillor Bartlett**

- Asked if this is part of the 514 units the province announced?
  - Heather McCormick, Annapolis County Housing Association: No.
  - CAO Crocker stated that this development comes from the Provincial Opportunity Notices (PONs), which is separate.

**Lloyd Lombard, 42 Connaught Avenue**

- Commented that everyone should be aware of radon in this area.

2.3. **Presentation – Annapolis County Housing Association**

The Annapolis County Housing Association gave a brief presentation on the cluster development for Magee Drive.

3. **ADJOURNMENT**

**260219.01:** It was moved and seconded to adjourn the meeting at 4:27pm. **Motion carried.**

---

CHAIR

---

RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Monday, April 13, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith and Jonathan Archibald; Citizens-at-large, Howard Selig, Dianne McDonald, and Margaret Jerke, Senior Project Manager Jennifer Nicholls, Development Officer, Ethan Oderkirk, Chief Administrative Officer, Ashley Crocker and Director of Public Works, Adam Verran.

Regrets: Councillor John Bartlett, Recording Secretary/Planning Services Coordinator, Sara Marceau

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260413.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1 Approval of the Previous Meeting Minutes**

February 19, 2026 Committee Meeting Minutes  
February 19, 2026 Public Information Meeting Minutes

An omission was noted by Dianne McDonald, and the minutes were considered approved as corrected.

**4. ACTION/DISCUSSION ITEMS**

**4.1 18 King Street, Planning Report**

Councillor Archibald declared a conflict of interest and left the discussion table.

Development Officer Ethan Oderkirk gave a presentation on the 18 King Street Planning Report.

Development Officer Oderkirk outlined concerns that were raised at the Public Information Meeting, including stormwater management (pooling and flooding neighboring yards), increased traffic on King Street, nuisance impacts (bright lighting), and the impact on the Town's tax base if the zoning change were to take place.

Oderkirk described the process moving forward, recommending that the request proceed by development agreement. He also outlined key aspects proposed for inclusion in a development agreement, to help address some of the public's concerns:

- Requirement of a stormwater management plan
- Outlines the intended use of Subject Property
- Driveway access requirements
- Landscaped buffering requirements along King Street and south adjacent residential property – including retaining mature trees in buffer
- Lighting controls requirements
- Parking requirements
- Maintenance of property and landscaped buffer
- Permitted hours of operation control and winter maintenance

Oderkirk then described the approval process, after which Committee members asked questions:

Margaret Jerke asked whether the public would still have an opportunity to voice concerns if the motion were recommended.

- Staff responded that yes, Council is required to hold a public hearing in conjunction with Second Reading

Dianne McDonald and Howard Selig expressed concern about bright lighting overnight and asked whether motion sensors or dimming could be used.

- Staff responded that motion detector lighting could be explored, and that there may be liability reasons that require lights to be on overnight.

Margaret Jerke asked for clarification on the timeline for installing fencing and buffers, and responsibility of maintaining the fence.

- Staff responded that the mature trees would be maintained, and the fencing would go in between the trees. Staff confirmed that the development agreement states that the applicant is responsible for maintaining the fence.

Councillor Smith asked about recourse if the applicant does not follow the development agreement.

- Staff responded that the development agreement will state that all actions required in the agreement must be completed before permits are awarded.

Councillor Smith also noted that it will only be evident if the stormwater management plan works if it rains. He said that there are public comments and complaints around flooding in that area since the previous parking lot was put in. He asked for clarification on how a stormwater management plan can be accepted if it's not certain it will work, and whether there are options if it doesn't work.

Chair Hilary Campbell asked if it was possible to write a one-year review clause into the development agreement to require the applicant to take additional steps to mitigate any problems that may arise if the stormwater management plan proves to be ineffective.

- Staff responded that they would need to investigate this.

Margaret Jerke noted that there were concerns from residents about the potential effect this project may have on property values in the area. She asked if a review has been completed on this.

- Staff explained that the potential impact on neighbouring property values is not a consideration in the application process.

Dianne MacDonald expressed concern for the environment, ensuring trees are protected and that the Town is a welcoming community.

Chair Hilary Campbell noted that, based on a review of the zoning map, this would be the first commercial/residential mixed zone without frontage on Main Street. While she acknowledged that mitigation measures could be implemented, she questioned whether permitting this property to expand further into residential areas could set a precedent and asked where such expansion would be limited. She emphasized that Council must carefully consider the potential negative impacts of commercial encroachment into residential neighborhoods.

CAO Crocker asked if there is a plan to consolidate the lot, so it is not separated and the only lot that is left without road frontage.

- Staff confirmed that the development agreement requires the lot to be consolidated with the one right above it, which would give the newly consolidated lot road frontage on Main Street.

Margaret Jerke asked for clarification on whether the applicant can put a separate entrance into the new parking lot from King Street.

- Staff responded that the current development agreement states that the new parking lot must be accessed through Main Street.

Committee members discussed amendments but chose to proceed while ensuring concerns were reflected in the minutes:

The PAC recommends that Council consider putting additional mitigation measures in the development agreement or ask staff and the applicant to further explore:

- 1) Planting of mature trees instead of saplings
- 2) A clause that the stormwater management plan be revisited after one year to see if the plan is working and if not, that the applicant be required to put additional measures in place to rectify any problems, particularly with flooding
- 3) Motion censored lights or lights that will dim overnight
- 4) The negative impacts of encroachment of commercial businesses into residential areas

**260413.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and that Council give initial consideration to the attached draft development agreement; and that Council schedule a Public Hearing. **Motion carried.** Councillor Smith voted against the motion.

Councillor Archibald returned to the discussion table.

#### 4.2 Magee Drive Amendments

Development Officer Ethan Oderkirk gave a presentation on the Magee Drive Amendments.

Development Officer Ethan Oderkirk clarified that only the amendments are coming forward at this time, and not the development agreement. This will give Council the discretion to allow grouped dwellings in its Municipal Planning Strategy and Land Use Bylaw. Any development over six (6) units must be approved by way of Development Agreement. Without having these amendments in place, a Development Agreement for Magee Drive cannot come forward.

Members of the Planning Advisory Committee asked a variety of questions:

Councillor Archibald asked how this development relates to trailer park situations, and if it would enable trailer parks in Town.

- Staff replied that trailer parks are a land-leased community, not a grouped dwelling. A trailer could be brought in, but only by Development Agreement.

Howard Selig asked if the grouped dwellings will all be one owner.

- Staff replied that yes, it is one owner for all the buildings.

**260413.03** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Howard Selig expressed concern regarding increased lighting levels in the Industrial Park on the west side of Town. He noted that the intensity of lighting has grown and is impacting his property on Victoria Street, making it difficult to enjoy the area after dark. Mr. Selig indicated he is not aware of any existing Town bylaw or policy governing lighting and suggested that guidelines related to light pollution be explored.

Margaret Jerke expressed concern about the importance of maintaining clear boundaries between commercial and residential areas, noting that the Town should remain mindful of preventing the encroachment of commercial uses into residential neighborhoods.

6. **NEXT MEETING DATE**

Tuesday May 12<sup>th</sup> at 4:00pm. One agenda item Magee Drive Development Agreement.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:16pm.

---

CHAIR

---

RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Tuesday, May 12, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith, and Jonathan Archibald; Citizens-at-large, Howard Selig and Dianne McDonald, Planner, Chrystal Fuller, Chief Administrative Officer, Ashley Crocker, Director of Public Works, Adam Verran and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Margaret Jerke, Councillor John Bartlett

Also in attendance: Heather McCormick and 2 citizens

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260512.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

3.1 Approval of the Previous Meeting Minutes

April 13, 2026, Committee Meeting Minutes

No errors or omissions were noted, and the minutes were considered approved.

**4. ACTION/DISCUSSION ITEMS**

**4.1 Magee Drive Development Agreement**

Planner Fuller gave a brief presentation of the Magee Drive Development Agreement.

- Howard Selig asked whether the units would be built on site or preconstructed and Dianne McDonald asked about providing visual renderings of the development
  - Planner Fuller stated that funding is still being finalized.
  - Heather McCormick advised that the project would use prefabricated walls, resulting in fewer people being on site during construction.

- Planner Fuller confirmed staff could provide drawings to Council and reminded PAC members that how the units are built and what they look like are not governed by the Development Agreement.
- Councillor Archibald asked about noise considerations in the DA.
  - Planner Fuller advised they are not currently included but noted an existing noise bylaw, and that noise provisions could be added if required.
- Councillor Smith asked about regulations for grouped dwellings, and whether the Town's current MPS/LUB enables multiple units on one lot currently.
  - Planner Fuller stated that the MPS/LUB is not clearly defined for grouped dwellings, and that she would confirm details at the next meeting about the multiple units on one lot question.

Staff also explained that the DA addresses phased development. Planner Fuller explained phasing requirements are set out in Section 4.2 of the DA, with infrastructure installed alongside units so partial completion would still include servicing. The DA includes a five-year timeline, with possible extensions.

Staff advised that the Development Agreement cannot be executed until Ministerial approval has been received for the amendments to the Town's Municipal Planning Strategy and Land-Use Bylaw required to enable the agreement. If Council approves the amendments and approves the Development Agreement in principle concurrently, the agreement may be executed once Ministerial approval of the amendments is obtained. No Development Permit may be issued prior to that time.

Planning staff also reminded the PAC that Development Agreements may be appealed by aggrieved persons, and that appeals can be both lengthy and costly. Staff noted that, in considering a Development Agreement, Council must be satisfied that the agreement reasonably carries out the intent of the Municipal Planning Strategy.

Planner Fuller added that timelines for this DA depend on funding and construction, flooding has not been flagged and is addressed through stormwater management, and the province is encouraging rapid housing development.

**260512.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give initial consideration to the draft Development Agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect. **Motion carried.**

**4.2 Northlands Secondary Plan Update**

Planner Fuller gave a brief update on the Northlands Secondary Plan.

Chair Campbell emphasized that it is positive that Parsons has responded with a plan and is taking an active approach.

**5. ANYTHING BY MEMBERS**

Chair Campbell stated that a question was raised regarding whether the Chair can vote, and confirmed that, under Robert’s Rules of Order, the Chair is permitted to vote.

**6. NEXT MEETING DATE**

To be determined. Staff will email the committee if anything arises.

**7. ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:11pm.

---

CHAIR

---

RECORDING SECRETARY

# Proclamation

## AccessAbility Awareness Week

### "Disability Justice: Stronger Together, First Voice Leading Change for Collective Action"

May 31 - June 6, 2026

- WHEREAS** the Town of Middleton aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, recreation, education, and communication; and
- WHEREAS** the foundation of Nova Scotia's *Accessibility Act* is to provide, support, and protect the rights of persons with disabilities to full inclusion and accessibility by the identification, prevention, and removal of accessibility barriers; and
- WHEREAS** through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within the Town of Middleton.

**THEREFORE**, I, Gail Smith, Mayor of Middleton do hereby proclaim May 31 – June 6, 2026, as AccessAbility Awareness Week, in the Town of Middleton.

Dated at Middleton, Nova Scotia  
this 19<sup>th</sup> day of May 2026.

---

Gail Smith, Mayor

A Special meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Tuesday, April 7, 2026, following the Committee of the Whole Meeting.

**PRESENT**

Chairing the meeting, Deputy Mayor Gary Marshall, Mayor Gail Smith (via ZOOM) Councillors John Bartlett, Bernadette Knapp, Jonathan Archibald and Dan Smith; Chief Administrative Officer, Ashley Crocker; Director of Finance Leah Profitt, and Recording Secretary, Sara Marceau.

1. **CALL TO ORDER**

Deputy Mayor Marshall called the meeting to order at 6:58pm.

2. **APPROVAL OF THE AGENDA**

**260407.01** It was moved and seconded that Council approve the agenda as circulated. **Motion carried.**

3. **NEW BUSINESS**

3.1 **RFD 027-2026 Special By-Election**

CAO Crocker gave a brief overview of RFD 027-2026 Special By-Election.

**260407.02** It was moved and seconded that Council authorize expenditures for the June 2026 Municipal Election up to \$10,386. **Motion carried.**

**260407.03** It was moved and seconded that Council gives authority to the CAO to appoint Assistant Returning Officer(s). **Motion carried.**

**260407.04** It was moved and seconded that Council agree to implement a fully electronic (telephone and internet) election with the electronic election platform provided by Intelivote Systems Inc. for the 2026 Special By-Election. **Motion carried.**

**260407.05** It was moved and seconded that Council set Nomination Day as Tuesday, May 19, 2026. **Motion carried.**

**260407.06** It was moved and seconded that Council set the dates for Advanced Polling period from Thursday, June 4, 2026, to the close of voting on Regular Polling Day of June 13, 2026. **Motion carried.**

**260407.07** It was moved and seconded that Council authorizes the use of the Nova Scotia permanent registry of voters provided by Election Nova Scotia as the preliminary list of electors for the 2026 Municipal Elections in Middleton. **Motion carried.**

**260407.08** It was moved and seconded that Council agrees that in addition to the methods mandated by the *Municipal Elections Act* to notify the public of the preliminary list of electors and revision methods, that it be left of the discretion of the Returning Officer to determine additional notification mechanisms that will improve the accuracy of electors' lists. **Motion carried.**

**260407.09** It was moved and seconded that Council authorize election staff to continue to amend the electors' list database in conjunction with the electronic voting system up to and including Regular Election Polling Day. **Motion carried.**

**260407.10** It was moved and seconded that Council authorize the Returning Officer to conduct election education and offer information session(s) for potential candidates. **Motion carried.**

**260407.11** It was moved and seconded that Council authorize the holding of the Special By-Election on Saturday, June 13, 2026. **Motion carried.**

**3.2 RFD 028-2026 – 2026-2027 Operating Budget Update**

DOF Profitt gave a brief overview of the 2026-2027 Operating Budget.

**260407.12** It was moved and seconded that Council approve Version 4 of the 2026-2027 Town General Operating Budget as presented, with total expenditures of \$5,095,585, and a balanced budget of \$0. **Motion carried.**

**4. ADJOURNMENT**

The Deputy Mayor declared the meeting adjourned at 7:04pm.

---

Mayor

---

Recording Secretary

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via YouTube Live, on Monday, April 20, 2026, starting at 6:00pm.

**PRESENT**

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors John Bartlett, Bernadette Knapp, Jonathan Archibald and Dan Smith; Chief Administrative Officer, Ashley Crocker; Communications and Events Coordinator, Gina Pearson; and Recording Secretary, Sara Marceau.

1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 6:00 p.m.

2. **APPROVAL OF THE AGENDA**

**260420.01** It was moved and seconded that Council approve the agenda as amended.  
**Motion carried.**

3. **INTRODUCTION**

3.1 S/Sgt Grant Ryland, RCMP

Staff Sergeant Grant Ryland introduced himself as the new Sergeant, replacing Staff Sergeant Mike Maxwell on an interim basis until a permanent replacement is appointed.

4. **APPROVAL OF THE MINUTES**

4.1 Approval of the Previous Meeting Minutes

2026.02.17 In-Camera Meeting Minutes  
2026.03.16 Council Meeting Minutes  
2026.03.16 In-Camera Meeting Minutes  
2026.03.30 Special Council Meeting Minutes

No errors or omissions were noted, and the minutes were considered approved.

5. **ANYTHING BY CITIZENS**

Nothing to report.

**6. NEW BUSINESS****6.1 Committee of the Whole Recommendations****a. RFD 029-2026 Low Income Tax Exemption**

CAO Crocker provided a brief overview of the Low-Income Tax Exemption Policy.

**260420.02** It was moved and seconded that Council, approve the proposed revisions to the Low-Income Tax Exemption Policy and increase the exemption amount to \$320 and the household income not exceeding \$26,100. **Motion carried.**

**b. RFD 030-2026 Transfer 2025-2026 Surplus to Operating Reserve**

CAO Crocker provided a brief overview of the Transfer 2025-2026 Surplus to Operating Reserve.

**260420.03** It was moved and seconded that Council authorize staff to transfer any actual operating surplus from the 2025–2026 fiscal year at year-end to the Operating Reserve. **Motion carried.**

**6.2 RFD 031-2026 Communications Strategy 2026**

Communications and Events Coordinator Pearson gave a brief overview of the Communications Strategy for 2026.

Some comments from Council included the need for stronger emergency communication protocols, concerns about overreliance on social media, and a lack of outreach to the business community. Members debated whether to enable all Facebook comments, balancing public engagement with the challenge of moderating discussions. The importance of a unified Council voice and consistent messaging was emphasized.

There were also suggestions about promoting local businesses, monitoring public feedback in other Facebook forums, and staff capacity to manage these types of communications. Overall, Council agreed on the need to refine policies and better connect with residents.

Councillor Smith asked if approving the strategy now without seeing an updated version, would enable Council to make changes.

- Staff clarified the document is meant to guide principles and does not require immediate adoption of all recommendations, with Council retaining decision-making authority. It was also noted a goal of welcoming new businesses would be added.

**ACTION:** Schedule a Special Council Meeting for Monday May 4, 2026 following the Committee of the Whole meeting to review an updated Version 2 of the Communications Strategy.

**260420.04** It was moved and seconded that Council approve the Town of Middleton Communications Strategy as presented. **Motion defeated.**

### 6.3 RFD 032-2026 Supplementary Capital Project at Pool

CAO Crocker gave a brief overview of the Supplementary Capital Project at Pool.

Councillor Smith asked whether ongoing maintenance had been discussed with the Rotary Club.

- CAO Crocker confirmed it had not but could be addressed if Council wishes.

Councillor Knapp raised concerns about who would be responsible for maintaining it moving forward.

**260420.05** It was moved and seconded that Town Council approve a supplemental budget of \$6,311 (before HST) for the installation of a sunshade structure at the Middleton Pool. **Motion defeated.**

**ACTION:** Staff to return to the May 4<sup>th</sup> Special Council meeting with details on ongoing maintenance, replacement costs, and maintenance responsibilities.

### 6.4 RFD 033-2026 Police Advisory Board Policy

CAO Crocker gave a brief overview of the Police Advisory Board Policy.

Council discussed wording in section 2.2.1 and the need for clearer guidance on appointments. The CAO noted that while the Police Act generally dictates criteria around appointments, it is not explicit in some areas, which could lead to perceived inconsistencies.

Council discussion focused on criminal record checks, including their limitations and how to monitor them. While there was support for requiring checks, some members emphasized fairness - particularly that non-violent or pardoned offenses should not automatically disqualify candidates. Other members that supported the criteria of a clear criminal records check noted that evaluating applicants that had a charge on their record could be very subjective and difficult to evaluate.

**260420.06** It was moved and seconded that Council approve the Police Advisory Board Policy as presented. **Motion carried.** Councillor Smith voted against the motion.

#### 6.5 RFD 034-2026 First Reading for 18 King Street

Councillor Archibald declared a conflict of interest and left the table at 7:56pm.

CAO Crocker gave a brief overview of the 1<sup>st</sup> Reading for 18 King Street.

**260420.07** It was moved and seconded that Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street, identified as PID 05079264 and PID 05180641, from Residential-to-Residential Mixed Use, and schedule a Public Hearing. **Motion carried.**

**260420.08** It was moved and seconded that Council give initial consideration to the draft Development Agreement for 18 King Street, identified as PID 05079264 and PID 05180641, to permit an accessory parking lot associated with the adjacent Bruce Auto Group dealership, and schedule a Public Hearing. **Motion carried.**

Councillor Archibald returned to the table at 8:01pm.

ACTION: Staff to schedule a Public Hearing for 5:30pm on May 19<sup>th</sup> at the Middleton Fire Hall (if available).

#### 6.6 RFD 035-2026 First Reading – Magee Drive Amendments

CAO Crocker gave a brief overview of the 1<sup>st</sup> Reading for Magee Drive Amendments.

**260420.09** It was moved and seconded that Council give First Reading to the proposed amendments to the Town of Middleton Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

#### 6.7 RFD 036-2026 Appointment List Update

CAO Crocker gave an update on the Appointment List.

**260420.10** It was moved and seconded that Council, on recommendation from the CAO and the current Pool Society directors, appoint Krystina Johnson, Mark Fowler, Scott Moore, Jenay Armstrong and Morgan Laffin to the Middleton Pool Society. **Motion carried.**

**260420.11** It was moved and seconded that Council approve the 2026 Appointment List, as presented. **Motion carried.**

### 6.8 RFD 037-2026 Community Video Partnership

CAO Crocker gave a brief overview of the Community Video Partnership RFD.

Councillor Smith asked whether this would be a standalone video focused on Middleton or part of a broader Canada-wide feature.

ACTION: CAO Crocker to confirm if a standalone video is possible.

**260420.12** It was moved and seconded that Council approve a partnership with Canadian History Ehx for the production of a community feature video and authorize the CAO to execute the necessary agreement on behalf of the Town at a total cost of \$500, to be funded from the communications/advertising budget, with \$250 payable upon engagement and \$250 upon delivery of the final product.

**Motion carried.**

## 7. REPORTS

- 7.1 Management Report
- 7.2 Middleton Fire Department Dispatch Report for March 2026
- 7.3 Valley REN LOC Committee Meeting DRAFT Minutes Feb 9/26
- 7.4 Valley Regional Services Board Mar 18/26 Meeting Minute
- 7.5 Planning Advisory Committee Meeting DRAFT Minutes Apr 13/26
- 7.6 Mayor's Report

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion.

## 8. ANYTHING BY MEMBERS

Councillor Archibald attended a Neighbourhood Watch meeting, which included presentations from the Department of Natural Resources (DNR). A new officer has been hired and will be conducting required checks on local trails.

Councillor Bartlett noted that the crosswalk flags are missing at the intersection of Main Street and School Street.

Councillor Smith requested final clarification on future meeting times, noting that 6:00pm is challenging to attend and suggesting 6:30pm as a more realistic start time, with meetings running from approximately 6:30pm to 8:30pm.

Councillor Knapp noted that some residents are dumping leaves at Centennial Park.

Mayor Smith asked whether the brush dump is open every day and if it is open on Saturdays.

Councillor Knapp asked if the on-call staff member could be assigned to open the brush dump for approximately two hours on Saturdays for a one-month period.

**ACTION:** CAO Crocker to discuss with the Director of Public Works.

9. ADJOURNMENT

The Mayor declared the meeting adjourned at 8:25pm.

---

Mayor

---

Recording Secretary

DRAFT

A Special meeting of Middleton Town Council was held in-person at the Town Hall and via YouTube Live, on Monday, May 4, 2026, following the Committee of the Whole Meeting.

### **PRESENT**

Chairing the meeting, Mayor Gail Smith, Deputy Mayor Gary Marshall, Councillors John Bartlett, Bernadette Knapp, Jonathan Archibald and Dan Smith; Chief Administrative Officer, Ashley Crocker; Director of Finance Leah Profitt, and Recording Secretary, Sara Marceau.

#### 1. **CALL TO ORDER**

Mayor Smith called the meeting to order at 6:59pm.

#### 2. **APPROVAL OF THE AGENDA**

**260504.01** It was moved and seconded that Council approve the agenda as circulated. **Motion carried.**

#### 3. **NEW BUSINESS**

##### 3.1 **RFD 031-2026 Communications Strategy 2026**

Communications and Events Coordinator Pearson gave a brief overview of Version 2 of the 2026 Communications Strategy.

**260504.02** It was moved and seconded that Council approve version two of the Town of Middleton Communications Strategy as presented. **Motion carried.**

- Councillor Archibald stated that he likes the welcome package but noted that it does not include information on what Council can do to support milestones for new businesses.
  - CAO Crocker advised that staff recommend not including this type of information on the Town's Facebook page.
  - Communications and Events Coordinator, Pearson, added that the focus should remain on the Town's own initiatives.
  - CAO Crocker stated that these could be brought up during anything by members at Council meetings.
- Councillor Archibald asked whether guidelines could be provided outlining what councillors are permitted to say.
  - Communications and Events Coordinator Pearson confirmed that these guidelines are already included in the Communications Strategy and emphasized the importance of maintaining a unified response.

**260504.03** It was moved and seconded that Council direct staff to develop a phased implementation workplan outlining how the recommendations within version two of the Communications Strategy will be executed, including prioritization, timelines, and resource considerations. **Motion carried.**

### 3.2 RFD 038-2026 Appointment List Update

CAO Crocker gave a brief overview of the Appointment List.

**260504.04** It was moved and seconded that Council, on recommendation from the CAO, appoint Chris Dowell as a member of the Audit Committee. **Motion carried.**

**260504.05** It was moved and seconded that Council, on recommendation from the CAO, appoint Brenda Ford as a member of the Police Advisory Board. **Motion carried.**

**260504.06** It was moved and seconded that Council, on recommendation from the CAO, appoint Cliff Drysdale as a member of the Source Water Protection Advisory Committee. **Motion Carried.**

**260504.07** It was moved and seconded that Council approve the 2026 Appointment List, as presented. **Motion carried.**

### 3.3 RFD 032-2026 Supplementary Capital Project at Pool.

CAO Crocker gave a brief overview of the Shade Structure at the Pool.

**260504.08** It was moved and seconded that Town Council approve a supplemental budget of \$6,311 (before HST) for the installation of a sunshade structure at the Middleton Pool. **Motion carried.**

- Councillor Smith asked whether the Pool Society has been involved.
  - CAO Crocker confirmed that they have, noting that the Rotary Club has met with the Pool Society and that both parties are in agreement with the project.

## 4. IN-CAMERA

**260504.09** It was moved and seconded to move to in-camera at 7:30pm. **Motion carried.**

**260504.10** It was moved and seconded to move out of camera at 7:36pm. **Motion carried.**

**260504.11** It was moved and seconded that Council authorize spending up to \$25,000 plus HST of the grant funding from CMHC through the Housing Accelerator Fund to complete Initiative 6. **Motion carried.**

5. ADJOURNMENT

The Deputy Mayor declared the meeting adjourned at 7:37pm.

---

Mayor

---

Recording Secretary

DRAFT

**REQUEST FOR DECISION**  
**Valley Waste Resource Management**  
**Loan Guarantee**  
**RFD#: 039-2026**



---

**To:** COTW and Town Council  
**From:** Leah Profitt, Director of Finance  
**Date:** May 4, 2026 and May 19, 2026  
**Subject:** Valley Waste Resource Management Loan Guarantee

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Loan guarantee resolution
- Approved 2026/27 Capital Budget Snapshot

Legislation

- Pursuant to the Municipal Government Act Section 88 (Ministerial approval)

Recommendation

That Council approve the included Town of Middleton’s Loan guarantee resolution in the amount of up to, but not exceeding forty-five thousand eight hundred and sixty-five dollars (\$45,865) representing one-point ninety-one percent (1.91%) of the total of two million, four hundred thousand dollars (\$2,400,000) to be borrowed by Valley Waste for their 2026/27 capital budget.

Background

Municipalities are required to seek Ministerial approval to guarantee borrowing by a committee created by an inter-municipal services agreement. The Town is a party to the Valley Waste Inter-Municipal Services agreement. The Department of Municipal Affairs and Housing requires a formal resolution of Council to document the Town’s guarantee of a portion of the Valley Waste loan. As approved in their 2026/2027 Capital Budget, Valley Waste plans to borrow to fund their capital expenditures as outlined in the attached Capital Budget Snapshot.

**REQUEST FOR DECISION**  
**Valley Waste Resource Management**  
**Loan Guarantee**  
**RFD#: 039-2026**



Financial Implications

The Town would be required to honor the guarantee in the event that Valley Waste was unable to repay the loan. However, the Town, through the Inter-municipal services agreement, has previously agreed to pay a share of the approved operating and capital budgets of Valley Waste that provide the funding for the loan repayment among other expenditures.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	Ensures legislative requirements are met.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: May 19, 2026

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF**

Guarantee Share Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_  
\_\_\_\_\_

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for purpose of \_\_\_\_\_;

**WHEREAS** the Authority has requested the Council of the \_\_\_\_\_, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the \_\_\_\_\_ does hereby approve the borrowing of the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor/Warden and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Clerk

**Valley Region Solid Waste-Resource Management Authority**  
**Capital Budget and Projections**  
**Budget 2026-2027**

Debenture	2,400,000
Equipment Reserves	25,000
Operating Bank Account	-
Infrastructure Reserve	-

Item Description	Replacement Timeline	Finance Term	Funding Source Projection & Budget	Budget 2026-2027
Dodge 1500 Reg Cab 4x4 W/Lift Gate	10	5	Debenture	85,000
Dodge 2500 Reg Cab 4x4	10	5	Debenture	95,000
Truck Salter (8ft)		5	Equipment Reserves	12,000
Warehouse		20	Debenture	750,000
EMC Painting to Match Expansion		5	Debenture	80,000
EMC Camera Upgrades		5	Debenture	40,000
Sprinkler System/Fire Rover (12K Pond Design, 225k Viking)		5	Debenture	100,000
Cardboard Baler Upgrade		5	Debenture	250,000
WMC Transfer Station Expansion (Design Build)		20	Debenture	1,000,000
Loader Forks			Equipment Reserves	13,000
<b>Total Annual Capital Requested</b>				<b>2,425,000</b>

**REQUEST FOR DECISION**  
**Joint EDI and Accessibility Committees**  
**Terms of Reference**  
**RFD#: 041-2026**



---

**To:** COTW and Town Council  
**From:** Ashley Crocker, CAO  
**Date:** May 4, 2026 and May 19, 2026  
**Subject:** Joint EDI and Accessibility Committees Terms of Reference

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Joint Equity, Diversity and Inclusion (EDI) Committee Draft Terms of Reference
- Joint Accessibility Committee Draft Terms of Reference

Legislation

- Nova Scotia Accessibility Act Bill 59, 2017
- Nova Scotia Dismantling Racism and Hate Act (Chapter 3 of the Acts of 2022)

Recommendation

That Council approve splitting the joint Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee into a Joint Accessibility Advisory Committee and a Joint Equity, Diversity, and Inclusion Advisory Committee, and approve the draft terms of reference attached.

Background

In 2019, the Town created an Accessibility Advisory Committee in response to provincial accessibility legislation. In the summer of 2024, again in response to provincial legislation, the Town agreed to partner with the County of Annapolis, the Town of Annapolis Royal and the Village of Lawrencetown to create one county-wide joint Inclusion, Diversity, Equity, and Accessibility committee, to be referred to as IDEA.

In November 2024 the Town approved the IDEA Terms of Reference and Strategy which would guide the development of IDEA work.

In early 2026, the **Annapolis County Joint Accessibility Plan 2026-2028** and the **Equity, Diversity, and Inclusion Plan 2026-2029** were approved by the Inclusion, Diversity, Equity, and Accessibility Committee,

**REQUEST FOR DECISION**  
**Joint EDI and Accessibility Committees**  
**Terms of Reference**  
**RFD#: 041-2026**



---

the IDEA Governance Committee, and all partnering municipalities.

As staff move forward with the development of implementation plans, staff are recommending separating the group into two separate committees and adding Council member representatives to the committees.

The *Accessibility Act* requires that at least 50% of committee members be persons with disabilities or representatives of organizations that serve persons with disabilities. When combined with the addition of Council members to the committee, this creates a situation where the majority of public member positions would need to meet the disability requirement. This significantly limits the ability to include individuals from other equity-seeking groups and reduces the overall diversity of perspectives at the table.

By separating the committees, we can:

- Ensure compliance with legislative requirements for accessibility
- Create space for broader representation of equity-seeking groups within a dedicated DEI-focused committee
- Allow each committee to focus more effectively on its specific mandate

This approach supports both strong accessibility planning and meaningful inclusion across a wider range of community voices.

The attached revisions to the Terms of Reference (TOR) reflect best practices in committee governance. There are language changes in the TORs that strengthen alignment with Council priorities and reinforce the advisory role of the committees within the municipal governance framework.

One of the significant changes is the addition of Council representatives to the Committee, as well as selecting the Chairperson from Council representatives. Staff feel this is in line with other committees of Council and will allow for better agenda management. As a result, the IDEA Governance Committee will fold, as Council and Commission members will report to their Councils as they do for other Committees.

The Town of Middleton, Town of Annapolis Royal and Village of Lawrencetown currently do not provide honorariums for any of its Committees of Council, however, the County of Annapolis does. Therefore, the County of Annapolis is considering providing honorariums to all citizen members of both committees to ensure consistency with their own internal policies. This still needs to be considered and approved (or not) by their council.

**REQUEST FOR DECISION**  
**Joint EDI and Accessibility Committees**  
**Terms of Reference**  
**RFD#: 041-2026**



Financial Implications

There will be annual implications to operating and capital budgets to implement items within the plans approved by Council that will be incorporated as part of Council’s annual budget planning.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: May 19, 2026

## **Terms of Reference**

### **Joint Annapolis County Accessibility Advisory Committee**

#### **Purpose**

The Joint Annapolis County Accessibility Advisory Committee (“the Committee”) provides advice to the Town of Annapolis Royal Council, Village of Lawrencetown Commission, Town of Middleton Council, and Municipality of the County of Annapolis Council (“the Councils and Commission”) on fulfilling its responsibilities relating to identifying, preventing and eliminating barriers to people with disabilities.

The Committee plays a pivotal role in helping the Councils and Commission become more inclusive service providers in accordance with Nova Scotia Accessibility Act Bill 59, 2017.

#### **Scope and Role**

The Committee provides advice and recommendations to the Councils and Commission on matters related to accessibility as they relate to municipal services, policies, and community impacts. The Committee is advisory in nature and does not have decision-making or operational authority.

The Committee’s role is to:

- Provide advice and recommendations on the implementation of the Annapolis County Joint Accessibility Plan 2026-2028.
- Monitor progress on the plans and provide input into annual progress reporting.
- Review and provide input on municipal policies, programs, projects, and services through an accessibility lens, as requested by an ex officio
- Support community awareness by receiving input from residents, community organizations, and subject-matter experts, and sharing relevant perspectives with the Councils and Commission.
- Advise the Councils and Commission on emerging accessibility issues, trends, or legislative considerations that may affect the municipalities.
- Provide advice to the Councils and Commission on opportunities to support community-based accessibility initiatives, where resources allow.
- Review the Annapolis County Joint Accessibility Plan every three years in accordance with the Nova Scotia Accessibility Directorate.
- Assist in monitoring compliance with provincial government directives from the Nova Scotia Accessibility Directorate and other relevant agencies.
- Consult with the community on accessibility within the County.

#### **Reporting Relationship**

After each meeting, the Council and Commission representatives shall report to their respective Councils or Commission. Annually, the Chairperson shall work with the ex officio members to provide a written report to the Councils and Commission concerning the Committee’s work.

Should any Council or the Commission request an oral presentation directly, this request would be fulfilled by the individual Council or Commission's representatives.

## **Membership**

The Accessibility Act requires that at least 50% of committee members be persons with disabilities or representatives of organizations that serve persons with disabilities.

### **Voting Members (10):**

(6) Community representatives from across Annapolis County, duly appointed by the Councils and Commission pursuant to the *Municipal Government Act*.

(Up to 4 Elected Officials) Each of the Councils and Commission may appoint 1 representative and an alternate. When the Council or Commission does not appoint a representative, another unit may have their alternate participate so that the elected officials total four.

Elected Official representation will be revisited each November, and all units will be asked to have representation on a rotating basis, at a minimum (i.e. always have a representative on the EDI or the Accessibility committee).

### **Non-voting members:**

- Staff Support persons, designated by the County of Annapolis CAO ("ex officio members").
- County of Annapolis Administrative Support person
- CAOs and Village Clerk may attend as ex-officio at their discretion.

Community representatives appointed to the Committee should have first-hand lived experiences as a person with a disability or work directly in a volunteer or employment role with persons with a disability. The Committee shall endeavor to include representation from different geographical areas across the participating municipalities. Appointees should possess strong community knowledge, a solid understanding of Accessibility policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory and ableist actions while remaining comfortable having difficult conversations about such issues.

Community Members will be recommended by the CAOs and Clerk and approved by the Council for the County of Annapolis.

All members must adhere to and abide by the NS Code of Ethics Policy.

The Ex officio members, designated by the CAOs will:

- Be the lead staff contacts for the Committee.
- Provide administrative and research support to the Committee.
- Engage the Committee to support actions in the Plans, when required.

## **Role of Chairperson and Vice Chairperson**

The Chairperson shall be appointed from one of the Elected Officials and is ultimately responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff. This includes the provision for adoption of work plans, policy directions, development of strategies, performing accessibility reviews of individual local governments or jointly, and discussing opportunities for enhancing accessibility in each of the local governments, as well as all other items incidental to the effective inter-municipal operations of the four local governments respecting accessibility.

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

## **Role of staff members**

Staff members shall act as staff resources to the Committee to ensure the Committee has the best available information upon which to make decisions or recommendations to the Councils and Commission.

## **Terms and Length of Service**

Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, citizen members shall be appointed for one two-year term, with the term commencing in November following each municipal general election or bi-annual election anniversary.

Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may re-apply for one additional two-year term. When applying for reappointment, incumbents must complete an application form as provided by the Office of the Municipal Clerk.

## **Frequency of Meetings**

Meetings of the Committee shall be held quarterly on such day as the Committee decides every two-year term of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

## **Quorum Requirements**

No decisions may be made at any Committee meeting unless a majority of the voting members of the Committee duly appointed are present. Quorum is six (6) voting members, which must include at least one elected official.

## **Attendance**

A member appointed by Municipal Council who fails to attend three consecutive meetings of a board or committee without having been excused by resolution of the board or committee shall be deemed to have resigned from the board or committee. Under those conditions, the

position may be declared vacant, and the board or committee shall immediately notify the Office of the Municipal Clerk. Depending on the circumstances, the vacancy may or may not be filled.

### **Decision-Making Process**

All decisions of the Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined by majority vote.

### **Agenda, Minutes and Resolutions**

The Committee will receive administrative support from the Annapolis County Community Development Department, including meeting and agenda preparation, the recording of minutes, and communicating Committee recommendations to the staff representatives of the Councils and Commission.

Draft minutes and recommendations of the Committee shall be provided to each member of the Advisory Committee within 10 business days after the conclusion of such meeting.

### **Conflict of Interest**

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Advisory Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask the appropriate Council or Commission to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to the appropriate CAO by the Vice Chairperson.

### **Resources**

The Committee may access the support of the three Chief Administrative Officers, Clerk/Treasurer, and other appropriate municipal and village staff, as authorized, to carry out research and develop timely and informed recommendations.

The Committee may also seek external funding for studies or staff support through a participating municipality, provincial, federal, or NGO partners, subject to existing budgets.

### **Confidentiality**

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

### **Communications**

All communications and messaging from the Committee’s work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of individual members from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Committee.

**Approved:**

---

Mayor Amery Boyer  
Town of Annapolis Royal

---

Date

---

Chairman Brian Reid  
Village of Lawrencetown

---

Date

---

Mayor Gail Smith  
Town of Middleton

---

Date

---

Warden Diane LeBlanc  
Municipality of the County of Annapolis

---

Date

# **Terms of Reference**

## **Annapolis County Equity, Diversity, and Inclusion Advisory Committee**

### **Purpose**

The Annapolis County Equity, Diversity, and Inclusion (EDI) Advisory Committee (“the Committee”) provides advice to the Town of Annapolis Royal Council, Village of Lawrencetown Commission, Town of Middleton Council, and Municipality of the County of Annapolis Council (“the Councils and Commission”) on identifying, preventing, and eliminating discrimination (based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation) in Municipal services.

The Committee plays a pivotal role in helping the Councils and Commission become more inclusive service providers in accordance with Nova Scotia’s Dismantling Racism & Hate Act (Bill 96, 2022).

### **Scope and Role**

The Committee provides advice and recommendations to the Councils and Commission on matters related to EDI as they relate to municipal services, policies, and community impacts. The Committee is advisory in nature and does not have decision-making or operational authority.

The Committee’s role is to:

- Provide advice and recommendations on the implementation of the Equity, Diversity, and Inclusion Plan 2026-2029 (“EDI Plan”).
- Monitor progress on the plans and provide input into annual progress reporting.
- Review and provide input on municipal policies, programs, projects, and services through an EDI lens, as requested by an ex officio.
- Support community awareness by receiving input from residents, community organizations, and subject-matter experts, and sharing relevant perspectives with the Councils and Commission.
- Advise the Councils and Commission on emerging EDI issues, trends, or legislative considerations that may affect the municipalities.
- Act as the voice and advocate for all residents and businesses in Annapolis County, promoting inclusion for all, speaking out against and educating those in need when hate, racism, or discriminatory words or actions are promulgated in our community.
- Provide advice to the Councils and Commission on opportunities to support community-based DEI initiatives, where resources allow.

### **Reporting Relationship**

After each meeting, the ex officio member shall distribute the draft meeting minutes to the Clerks of all four participating units within 10 business days. Annually, the Chairperson shall work with the ex officio members to provide a written report to the Councils and Commission

concerning the Committee's work. Should any Council or the Commission request an oral presentation directly, this request would be fulfilled by the individual Council or Commission's representatives.

### **Membership**

The Committee aims to have the greatest possible representation from a diverse array of voices and equity-deserving groups, including community members with lived experience of discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation.

### **Voting Members (up to 10):**

(6) Community representatives from across Annapolis County, duly appointed by the Councils and Commission pursuant to the *Municipal Government Act*.

(Up to 4 Elected Officials) Each of the Councils and Commission may appoint 1 representative and an alternate. When the Council or Commission does not appoint a representative, another unit may have their alternate participate so that the elected officials total four.

Elected Official representation will be revisited each November, and all units will be asked to have representation on a rotating basis, at a minimum (i.e. always have a representative on the EDI or the Accessibility committee).

### **Non-voting members:**

- Staff Support person, designated by the County of Annapolis CAO ("ex officio member").
- County of Annapolis Administrative Support person
- CAOs and Village Clerk may attend as ex-officio at their discretion.

Community representatives appointed to the Committee should have first-hand lived experiences as a person from an underrepresented or underserved community or work directly in a volunteer or employment role with such community members. The Committee shall endeavor to include representation from different geographical areas across the participating municipalities. Appointees should possess strong community knowledge, a solid understanding of EDI policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory, ableist, and racist actions while remaining comfortable having difficult conversations about such issues.

Community Members will be recommended by the CAOs and Clerk and approved by the Council for the County of Annapolis.

All members must adhere to and abide by the NS Code of Ethics Policy.

The Ex officio member, designated by the CAOs will:

- Be the lead staff contact for the Committee.

- Provide administrative and research support to the Committee.
- Engage the Committee to support actions in the Plans, when required.

### **Role of Chairperson and Vice Chairperson**

The Chairperson shall be appointed from one of the Elected Officials and is ultimately responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff. This includes the provision for adoption of work plans, policy directions, development of strategies, performing EDI reviews of individual local governments or jointly, and discussing opportunities for enhancing EDI in each of the local governments, as well as all other items incidental to the effective inter-municipal operations of the four local governments respecting EDI.

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

### **Role of staff members**

Staff members shall act as staff resources to the Committee to ensure the Committee has the best available information upon which to make decisions or recommendations to the Councils and Commission.

### **Terms and Length of Service**

Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, citizen members shall be appointed for one two-year term, with the term commencing in November following each municipal general election or bi-annual election anniversary.

Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may re-apply for one additional two-year term.

When applying for reappointment, incumbents must complete an application form as provided by the Office of the Municipal Clerk.

### **Frequency of Meetings**

Meetings of the Committee shall be held quarterly on such day as the Committee decides every two-year term of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

### **Quorum Requirements**

No decisions may be made at any Committee meeting unless a majority of the voting members of the Committee duly appointed are present. Quorum is six (6) voting members, which must include at least one elected official.

### **Attendance**

A member appointed by Municipal Council who fails to attend three consecutive meetings of a board or committee without having been excused by resolution of the board or committee shall be deemed to have resigned from the board or committee. Under those conditions, the position may be declared vacant, and the board or committee shall immediately notify the Office of the Municipal Clerk. Depending on the circumstances, the vacancy may or may not be filled.

### **Decision-Making Process**

All decisions of the Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined by majority vote.

### **Agenda, Minutes and Resolutions**

The Committee will receive administrative support from the Annapolis County Community Development Department, including meeting and agenda preparation, the recording of minutes, and communicating Committee recommendations to the staff representatives of the Councils and Commission.

Minutes and recommendations of the Committee shall be provided to each member of the Advisory Committee within a reasonable time after the conclusion of such meeting.

### **Conflict of Interest**

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Advisory Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask the appropriate Council or Commission to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to the appropriate CAO by the Vice Chairperson.

### **Resources**

The Committee may access the support of the three Chief Administrative Officers, Clerk/Treasurer, and other appropriate municipal and village staff, as authorized, to carry out research and develop timely and informed recommendations.

The Committee may also seek external funding for studies or staff support through a participating municipality, provincial, federal, or NGO partners, subject to existing budgets.

### **Confidentiality**

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

## Communications

All communications and messaging from the Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of individual members from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Committee.

### Approved:

---

Mayor Amery Boyer  
Town of Annapolis Royal

---

Date

---

Chairman Brian Reid  
Village of Lawrencetown

---

Date

---

Mayor Gail Smith  
Town of Middleton

---

Date

---

Warden Diane LeBlanc  
Municipality of the County of Annapolis

---

Date

**REQUEST FOR DECISION**  
**Communications Strategy 2026**  
**RFD#: 044-2026**



---

**To:** Town Council  
**From:** Gina Pearson, Communications and Events Coordinator  
**Date:** May 19, 2026  
**Subject:** Draft Communications Strategy Workplan

---

**Guiding Principles for Decision-Making**

**Accountability   Transparency   Diversity   Sustainability   Engaged   Informed**

References/Attachments

- Draft Communications Strategy Workplan

Legislation

- N/A

Recommendation

That Council approve the Draft Communications Strategy Workplan as presented and direct staff to proceed with the phased implementation of the identified priorities and initiatives, subject to available operational capacity.

Background

On May 4, 2026, Council approved the Town of Middleton’s Communications Strategy as part of Council’s strategic initiative to enhance public communication and transparency. The strategy was developed to provide a more consistent, proactive, and structured approach to municipal communications and to support improved public understanding of Town services, projects, programs, and Council decisions.

The Communications Strategy was informed by a dedicated Communications Survey, communications-related questions included in other Town surveys, public feedback received through social media and at Town Hall, and ongoing community engagement with residents and stakeholders. The strategy identified several key priorities, including improving public understanding, increasing community awareness and engagement, strengthening public trust, promoting Middleton, and improving emergency communications.

Following Council’s approval of the strategy, a detailed implementation work plan has been developed

**REQUEST FOR DECISION**  
**Communications Strategy 2026**  
**RFD#: 044-2026**



to guide the phased rollout of recommendations identified within the strategy. The work plan outlines priority actions, timelines, operational considerations, and areas of focus intended to support the Town’s overall communications goals while recognizing existing organizational capacity and resources.

The purpose of this Request for Decision is to seek Council approval of the Communications Strategy Work Plan to support the implementation of the Town’s communications priorities moving forward.

**Financial Implications**

None. Implementation will be managed within existing staff time and resources.

**Strategic Plan/Operating Plan Alignment**

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
	Governance	
X	Council Strategic Initiative	Strategic Initiative 7: Create a communications strategy that enhances public communication and transparency

**Alternatives**

**Community Engagement/Communication**

N/A

**CAO Comments**

The CAO supports the recommendation of staff.

CAO Initials:   AC  

Target Decision Date: 19 May 2026

# **Town of Middleton**

# **Communications Strategy**

# **Draft Work Plan**

## **Town of Middleton Communications Strategy Draft Implementation Work Plan (2026-2027)**

This work plan organizes recommendations from the Communications Strategy into priority levels to support phased implementation, workload planning, and resource allocation.

### **Priority Legend**

 **High Priority / ASAP**

Immediate operational or foundational items that improve consistency, trust, accessibility, or emergency readiness.

 **Medium Priority**

Important improvements that strengthen engagement, transparency, and communication effectiveness over time.

 **Lower Priority / Ongoing Enhancements**

Longer-term or enhancement-focused initiatives that support community identity, storytelling, and refinement.

---

 **High Priority / ASAP**

### **Foundational Communications Improvements**

#### **Recommendation: Establish the Town Website as the Primary Source of Official Information**

##### **Action Items:**

- Review and audit all existing website content
- Establish website update standards and responsibilities
- Ensure key updates are posted to the website before social media
- Create a “Current Projects” webpage/section
- Develop consistent webpage formatting and structure
- Improve navigation and accessibility of public documents
- Ensure emergency information can be updated quickly

#### **Recommendation: Develop an Emergency Communications Protocol**

##### **Action Items:**

- Create a formal emergency communications process
- Define approval procedures during emergencies
- Identify priority communication channels
- Establish REMO communication coordination process

- Develop emergency communication templates
- Create internal contact lists and escalation procedures
- Develop Alertable rollout and awareness plan

**Recommendation: Establish Clear Roles and Responsibilities**

**Action Items:**

- Define communication approval structure
- Clarify responsibilities between Council, CAO, and Communications Coordinator
- Establish expectations for project communication updates
- Develop internal communication workflow
- Create process for departments to notify Communications of projects and updates

**Recommendation: Develop Consistent Messaging Standards and Tone**

**Action Items:**

- Create communication style guidelines
- Standardize tone and formatting across platforms
- Develop branded templates for:
  - Project updates
  - Council highlights
  - Public notices
  - Emergency notices
- Create accessibility and formatting standards
- Develop plain language guidelines

**Recommendation: Improve Transparency and Project Communication**

**Action Items:**

- Create standardized project update templates
- Launch “What We’re Working On” communication series
- Develop project communication timelines
- Create project milestone update schedules
- Develop delay/disruption communication framework

**Recommendation: Improve Internal Communication Coordination**

**Action Items:**

- Ensure Communications Coordinator is included in operational updates
- Establish regular communication check-ins with departments
- Improve communication between Public Works and Communications
- Develop internal communication request process
- Create centralized tracking/calendar system for communications

● **Medium Priority**

**Engagement, Accessibility & Governance Improvements**

**Recommendation: Increase Community Engagement Opportunities**

**Action Items:**

- Organize quarterly public engagement sessions
- Create social media engagement opportunities
- Develop survey and feedback tools
- Create public feedback response process
- Develop “What We Heard” reporting framework
- Introduce polls and engagement features where appropriate

**Recommendation: Strengthen Accessibility and Inclusivity**

**Action Items:**

- Create accessibility guide for digital and print communications
- Review graphics for readability and accessibility
- Improve colour contrast and formatting standards
- Ensure communication materials use readable font sizes
- Explore alternative document formats when requested
- Review accessibility of website content

**Recommendation: Create Council Communication Guidelines**

**Action Items:**

- Develop Council communication best practices guide
- Clarify municipal information vs. personal opinion standards
- Create social media guidance for Council
- Develop optional communication training sessions
- Create pre-approved messaging templates
- Develop “Council Highlights Sharing Toolkit”

**Recommendation: Improve Multi-Channel Communication Consistency**

**Action Items:**

- Create monthly communication calendar
- Develop posting schedules
- Standardize cross-platform messaging
- Improve MailChimp integration and usage
- Develop print communication standards
- Create process for consistent updates across channels

### **Recommendation: Develop Communication Measurement Tools**

#### **Action Items:**

- Track website traffic and engagement
  - Track social media performance
  - Monitor event attendance and engagement
  - Develop communication performance indicators
  - Conduct future communication surveys
  - Create annual communications review/report
- 

### **● Lower Priority / Ongoing Enhancements**

#### **Community Identity, Storytelling & Long-Term Growth**

### **Recommendation: Promote Middleton as a Welcoming Community**

#### **Action Items:**

- Create recurring community storytelling content
- Highlight parks, trails, and public spaces
- Share seasonal photography and visual content
- Promote Town-led events and programming
- Develop community history and heritage content
- Create “Did You Know?” educational content series

### **Recommendation: Humanize Municipal Operations**

#### **Action Items:**

- Create “Meet the Team” features
- Share behind-the-scenes content
- Highlight Public Works operations and infrastructure projects
- Develop “Day in the Life” content
- Showcase staff contributions and municipal services

### **Recommendation: Create Welcome Package for New Businesses**

#### **Action Items:**

- Design Middleton-branded welcome folder/package
- Develop business information checklist
- Include permits and contact information
- Create welcome letter from Mayor/Council
- Include tourism/community materials
- Add website and social media information

**Recommendation: Expand Community Recognition & Volunteer Features**

**Action Items:**

- Highlight volunteer contributions
- Share community partnership stories
- Promote community initiatives
- Develop recognition content for Town-supported projects
- Create annual volunteer/community recognition content

**Suggested Phased Rollout**

Timeline	Focus
<p><b>● High Priority / ASAP</b>  <b>Phase 1 (0-3 Months)</b></p>	Website, emergency communications, templates, internal processes
<p><b>● Medium Priority</b>  <b>Phase 2 (3-6 Months)</b></p>	Engagement initiatives, accessibility standards, Council communication tools
<p><b>● Lower Priority / Ongoing Enhancements</b>  <b>Phase 3 (6-12 Months)</b></p>	Community storytelling, branding enhancements, recognition initiatives
<b>Ongoing</b>	Measurement, evaluation, annual review, content refinement

**Suggested Immediate First Steps**

**Recommended First Deliverables:**

1. Communications Style & Template Package
2. Emergency Communications Protocol
3. Website Communication Standards
4. Project Update Template
5. Council Highlights Template
6. Monthly Communications Calendar
7. Internal Communication Workflow

These foundational items will support consistent implementation of the broader strategy.

**REQUEST FOR DECISION**  
**1<sup>st</sup> Reading – Magee Drive Development**  
**Agreement**  
**RFD#: 045-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** May 19, 2026  
**Subject:** 1<sup>st</sup> Reading for Magee Drive Development Agreement

---

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

**References/Attachments**

- Middleton Municipal Planning Strategy (MPS)
- Middleton Land Use Bylaw (LUB)
- Policy G 1.2: Public Participation Program
- *Municipal Government Act*: Part VIII – Planning and Development
- First Reading Report – May 19, 2026
- Planning Report – May 12, 2026
- Planning Advisory Committee Minutes – February 19, 2026
- Planning Advisory Committee Public Information Meeting Minutes – February 19, 2026
- Planning Advisory Committee Minutes – April 13, 2026
- Draft Development Agreement
- Site Plan

**Legislation**

- *Municipal Government Act*

**Recommendation**

That Council gives initial consideration and forward to a public hearing the draft development agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect.

**REQUEST FOR DECISION**  
**1<sup>st</sup> Reading – Magee Drive Development**  
**Agreement**  
**RFD#: 045-2026**



Background

See attached First Reading Report dated May 12, 2026, and the Planning Advisory Committee Minutes from the February 19, 2026 meeting and Public Information Meeting, and the April 13, 2026 and the May 12, 2026 meeting.

Financial Implications

N/A

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: May 19, 2026

# First Reading Report

May 19, 2026



---

To: Middleton Municipal Council  
From: Planning Staff – Chrystal Fuller, LPP, MCIP  
Date: May 19, 2026  
Reference: Planning Advisory Committee Recommendation for First Reading regarding for 27 unit grouped dwelling on Magee Drive

---

On February 2, 2006, the Annapolis County Housing Association submitted an application to permit 27 grouped dwellings on a provincial owned, vacant parcel on Magee Drive. On February 19<sup>th</sup>, 2026 the Town held a public participation meeting to seek feedback from the public on the application. Staff determined that to proceed with a development agreement, the Municipal Planning Strategy required minor changes to and these MPS Amendments will be considered for second reading at on May 19<sup>th</sup>.

PAC received the staff report, the notes from the public participation meeting and a presentation from staff which outlined the details of the proposal. The Fire Chief and the Director of Public Works provided comments on the proposed development which were reflected in the draft DA and the staff report. The staff report examined the policies of the MPS against the proposed development and provided a positive staff recommendation.

After PAC reviewed the above information, it made the following recommendation to Council

*That the Planning Advisory Committee recommend that Council give initial consideration to the draft Development Agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect.*

## Draft Motion for Council

***That Council gives initial consideration and forward to a public hearing the draft development agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect.***

# Planning Report

DATE May 12, 2026



To: Middleton Planning Advisory Committee

Prepared By: Chrystal Fuller, LPP, MCIP

Date: May 12, 2026

Reference: Magee Drive Group Dwelling Proposal

## Recommendation:

Staff recommend that the Planning Advisory Committee recommend that Council give initial consideration to the proposed Development Agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to completion of the associated Municipal Planning Strategy and Land Use By-law amendment process.

## Part 1. Background

### 1.1. Project Summary

Current Property Owner	Department of Growth and Development – Nova Scotia
Future Owner/Developer	Annapolis County Housing Association (ACHA) and COG Developments
Site Plan Prepared by	EKD Match Design
Civic Address	Magee Drive, Middleton
PID	05302047
Designation	Residential (R)
Zone	Residential (R)
Area	Approximately 2.59 acres (113,036 square feet)
Existing Land Use	Vacant land
Proposed Development	27 grouped dwelling units and 1 community office/boardroom space
Adjacent Land Uses	Residential uses, including nearby affordable and public housing developments, and limited commercial uses.

Subject Property  
(shown in Red Outline)



## 1.2. Location and Site Description:

The Town of Middleton received an application from Eryn Dagley, Owner and Designer of EKD Match Design, on 4 February 2026 on behalf of Annapolis County Housing Association, COG Development and the Province of Nova Scotia. According to the application, these groups have entered into a Memorandum of Understanding to develop on this provincially owned lot to provide affordable housing. . ACHA has also submitted a request to have the development application fees waived, which Council will consider at first reading.

The proposal includes the development of 27 individual and semi-detached residential dwellings ranging in size from approximately 480 to 900 square feet, as well as one community office space. The development concept includes a mix of one-, two-, and three-bedroom units supported by grouped parking areas, pedestrian walkways, and shared green space connecting the internal development. The development will be a mix of market and affordable, with 55% being affordable and the ability to accommodate more as earning permit. Access to the site is proposed from Magee Drive by a private driveway.

The Subject Property is designated Residential under the Municipal Planning Strategy and zoned Residential (R) under the Land Use By-law. The Residential Zone permits a variety of residential building forms as-of-right, including single unit dwellings, semi-detached and duplex dwellings, townhouses, multiple unit dwellings, and grouped dwellings.

The maximum number of dwelling units permitted as-of-right on a lot in the Residential Zone is six (6), subject to meeting the applicable lot area, frontage, setback, height, and parking requirements. Proposals containing seven (7) or more units require Development Agreement approval

The Subject Property is located within an area characterized by a mix of residential and limited commercial uses. Lands to the north and east contain single-unit residential dwellings, while lands to the south contain additional public housing, while lands to the west remain vacant.

### **1.3. Application and Process**

To consider this proposal, Council is currently considering amendments to the MPS to allow grouped dwellings in this zone. It is anticipated that Council will approve these amendments in May and this development agreement proposal is contingent on the approval of these amendments.

The Development Agreement would regulate the detailed form of development on the property. It would not amend policy on its own. Instead, it would establish the site-specific rules that would apply if Council approves the associated planning document amendments and those amendments take effect. The Development Agreement therefore serves as the implementation tool for the proposed grouped dwelling development on the site.

The draft agreement limits the development to 27 grouped dwelling units and one community office/boardroom space. It ties the development to the approved site plan and requires the Developer to provide updated technical information before the Town issues a Development Permit.

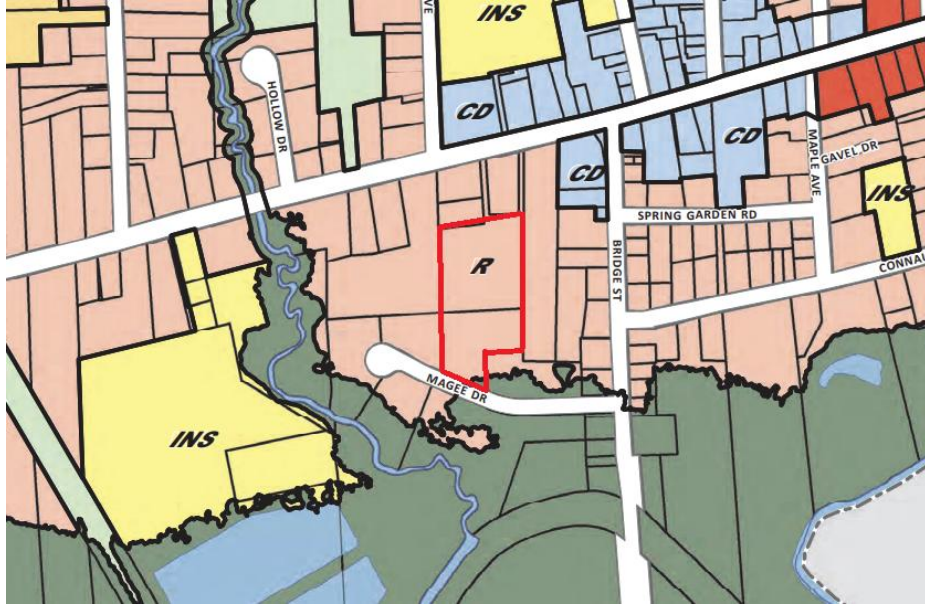


Figure 1 Subject Property Designation



Figure 2 Subject Property Zoning

## 1.4. Public Information Meeting

The Town held a Public Information Meeting, (PIM), on February 19<sup>th</sup>, 2026, providing an opportunity for the public to voice their comments and concerns to staff and the applicant. Below is a summary of the main themes expressed by the public during the meeting:

Public Comment	Comment and Response
Community integration	How does this plan fit together with the existing community? Staff response: <ul style="list-style-type: none"> <li>The town does not regulate tenancy; the tenant mix will be determined by the organization.</li> </ul>
Buffering	How much distance is there between the green space and property, will there be fencing? Staff response: <ul style="list-style-type: none"> <li>Fencing and other landscape buffering will be regulated by Development Agreement.</li> </ul>
Tax rate or exemption	Will there be a tax exemption for providing affordable units? Staff response: <ul style="list-style-type: none"> <li>Not at this time</li> </ul>
Construction Access	Where will construction vehicle access to the property be? Staff response: <ul style="list-style-type: none"> <li>Construction access will be from Magee Drive, there is no other option to access the site.</li> </ul>

## Part 2. Discussion

### 2.1. Policy Review

The Subject Property is designated Residential under the Town of Middleton Municipal Planning Strategy and zoned Residential (R) under the Land Use By-law. The Residential Designation supports long-term residential development, and Policies R1 and R2 encourage a range of housing forms within the Town.

Policy R9, when adopted, provides Council with the authority to evaluate larger residential developments through a Development Agreement, which allows detailed review of site design and compatibility considerations but does not include grouped dwellings.

*Policy R9 – “It shall be the intention of Council to consider the development of new multiple unit dwellings, townhouse dwellings, Grouped Dwellings the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation by Development Agreement subject to criteria contained in Policy IM16 and IM17.”*

The Municipal Planning Strategy supports a range of housing options, including opportunities for infill and redevelopment where appropriate. In that context, the proposed grouped dwelling development aligns with the residential intent of the designation.

Policies IM16 and IM17 provide the framework for Development Agreement review. These policies allow Council to consider matters such as building location and scale, open space, site design, access, parking, landscaping, buffering, lighting, servicing, and stormwater management. This framework gives Council the ability to evaluate the detailed layout and compatibility of the proposed development.

Policy IM17 outlines considerations of a Development Agreement, Council must consider whether the proposal conforms with the intent of the Strategy, whether infrastructure and road networks can support the development, and whether the development can avoid or mitigate adverse impacts on adjacent uses. The proposed amendment would create a policy pathway for Council to consider grouped dwellings through this review process rather than permit them as-of-right.

Overall, the proposal maintains residential use on the property and aligns with the broader intent of the Municipal Planning Strategy to support housing within the Residential Designation.

## **2.2. Proposed Amendment**

The proposed text amendment to the Land Use By-law and Municipal Planning Strategy would include grouped dwellings in the already established policy requiring developments containing seven (7) or more unit to proceed with the Development Agreement process in Policy R9 and corresponding sections of the LUB.

## **2.3. Planning Analysis:**

The development introduces a compact housing form on vacant land, which supports more efficient use of municipal infrastructure and land already designated for residential purposes. Furthermore, the development and addition of new housing units is in an area where municipal water, sanitary sewer, and stormwater services are already available.

The surrounding area contains residential uses, including single-unit dwellings to the north and east and affordable public housing to the south. In this context, a grouped dwelling development is generally consistent with the residential character of the area. At the same time, the proposal raises site-specific land use compatibility matters that require careful consideration, including buffering, privacy, lighting, access, parking, and the relationship of the development to adjacent properties and surrounding community development.

The site plan shows a community green space and walking path in the rear portion of the property, together with permeable pathways and pedestrian site circulation linking the development internally and toward Magee Drive. This is an important feature from a land use planning perspective because it provides amenity space for residents, supports walkability, and creates a transition between built form and the edges of the site.

The revised site plan shows a 27-unit grouped dwelling development on a lot of approximately 2.59 acres. This results in a density of approximately 10.4 units per acre. From a planning perspective, the proposal introduces a more intensive residential form than the surrounding

single-unit pattern. Magee Drive has larger developments already existing, including public and affordable housing. The site plan shows total lot coverage of 34% and approximately 66% green space.

Stormwater management is an important consideration for this site. Several storm outfalls in the area discharge to the Annapolis River, and elevated river levels during the spring can occasionally slow drainage. Although no flooding concerns have been identified at the Magee Drive elevation, on-site stormwater retention will be required through the Development Agreement to manage runoff before discharge to the municipal system. Public works has also indicated that a review of down stream sewage capacity must be conducted to ensure capacity.

The Traffic Impact Statement concludes that the proposed 27-unit development can be accommodated on Magee Drive and Bridge Street with no appreciable impact on traffic operations. The report estimates that the development will generate 19 vehicle trips in the AM peak hour and 25 vehicle trips in the PM peak hour, which is relatively modest in planning terms.

The TIS also concludes that the proposed parking supply of 36 spaces exceeds the minimum requirement of 27 spaces. In addition, the report recommends extending the existing sidewalk on Magee Drive to connect to the proposed site sidewalk, which is an important consideration for pedestrian safety and connectivity. The TIS notes that sight distance at the proposed access is generally acceptable, although consideration could be given to removing an existing tree east of the driveway to improve visibility along the curve.

Under Sections 225C and 225D of the *Municipal Government Act*, Council may consider the proposed Development Agreement at the same time as the associated Municipal Planning Strategy and Land Use By-law amendments and may grant provisional approval or approval in principle where the Development Agreement has been presented at the public hearing and only minor administrative revisions remain. In this case, final approval of the Development Agreement would not occur unless and until the related MPS and LUB amendments are adopted and take effect, with final approval occurring when the Minister has approved the amendments.

Overall, the development supports additional housing within the Town, make use of serviced residential land, and allows Council to consider a grouped dwelling form through a detailed site-specific review process. From a land use planning perspective, this creates a reasonable and controlled path to consider the proposal while maintaining the Town's ability to regulate design, servicing, and compatibility through a Development Agreement. Any land use conflicts have been adequately mitigated by the development agreement provisions.

Both the director of public works and the Fire Chief for Middleton have reviewed the site plan and provided feedback which has been incorporated into the DA. This included the installation of a private fire hydrant on the site, increase in the turn around area for fire trucks and the installation of a 6 inch lateral for water services.

#### **2.4. Draft Development Agreement**

Attached to this report is a draft Development Agreement for the proposed development on Magee Drive. The draft sets out the site-specific requirements that will govern the development if Council approves the related Municipal Planning Strategy and Land Use By-law amendments.

The draft limits the use of the property to a 27-unit grouped dwelling development and one community office or boardroom space. It ties the development to the approved site plan and requires the Developer to submit the information needed before the Town issues a Development Permit.

The draft addresses servicing and stormwater management. It requires the Developer to submit a stormwater management plan, confirm downstream sewer capacity, and complete any required sewer easement changes. It also requires on-site stormwater retention to control runoff before discharge to the municipal system.

The draft identifies Magee Drive as the site access and regulates the internal layout through the approved plans. It also limits office use to the building identified on the site plan and prohibits general commercial use within that space.

The draft includes requirements for landscaping, fencing, lighting, parking, and maintenance. It requires landscaped buffering along the property boundaries, a six-foot opaque wooden fence along the north side of the community greenspace and walking path, and downward-directed exterior lighting standards away from adjacent properties. It limits parking to 36 spaces, including 3 accessible spaces, and requires the Developer to maintain common green space, pedestrian pathways, internal driveways, parking areas, and landscaped areas.

The draft Development Agreement allows the development to proceed in phases, subject to specific conditions. It requires completion of all landscaping and the walking trail before final occupancy permits are issued. Where the development proceeds in phases, the Development Officer must approve the phasing plan, walkways and internal driveways for individual units must be complete before occupancy, and the stormwater detention pond must be constructed before the Town issues a Development Permit for the 16th unit.

## **2.5. Summary**

The proposed grouped dwelling development represents a significant residential project on vacant serviced land in Middleton. The draft Development Agreement provides the mechanism to regulate the details of that development and to secure the site design, servicing, buffering, parking, lighting, maintenance, and phasing measures needed to make the project function properly.

Subject to completion of the related policy amendment process and subject to final drafting corrections, staff find that the Development Agreement provides an appropriate framework for Council to consider the proposed development.

## **2.6. Staff Recommendation to PAC:**

Staff recommend that the Planning Advisory Committee recommend that Council give initial consideration to the draft Development Agreement for PID 05302047, Magee Drive, Middleton, for a 27-unit grouped dwelling development and one community office/boardroom space.

## **2.7. Proposed Motion**

That the Planning Advisory Committee recommend that Council give initial consideration to the draft Development Agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit

grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect.

**Part 3. Appendices:**

**Appendix A: Summary of Policy Evaluation**

**Appendix B: Draft Development Agreement**

**Appendix C: PIM Minutes**

**Appendix A: Summary of Evaluation Criteria**

Policies	Comment and Concerns
<p>MPS Policy R9  <i>It shall be the intention of Council to consider the development of new multiple unit dwellings, townhouse dwellings, the conversion of an existing residential structure containing seven (7) or more units and the development of new day nurseries, bed and breakfast uses and boarding and rooming houses in the Residential Designation by Development Agreement subject to criteria contained in Policy IM15 and IM16.</i></p>	<p>The proposal seeks to enable a grouped residential development containing multiple units through the Development Agreement process. Policy R9 provides Council with the authority to evaluate larger residential developments through a Development Agreement, which allows the Town to review site design, compatibility with surrounding uses, and servicing considerations prior to development proceeding.</p>
<p>MPS Policy IM-16  <i>It shall be the intention of Council that a Development Agreement, made pursuant to the Municipal Government Act, may contain such terms and conditions that Council feels necessary, to ensure that the Development Agreement is consistent with the policies of this Strategy. To this end, the agreement may include, but is not limited to, some or all of the following:</i></p>	
<p>(a) The specific use and size of the structure, either new, or an expansion of an existing structure;</p>	<p>The proposal includes approximately 27 individual and semi-detached residential dwellings and 1 community office space ranging from approximately 480 to 950 square feet. The proposed amendment would enable Council to consider this grouped residential development through the Development Agreement process.</p>
<p>b) The location of any structure within a development;</p>	<p>Regulated through the Development Agreement process and comply with the setbacks within the LUB, generally conforming to the site plan.</p>
<p>c) The percentage of land that may be built upon and the size of yards, courts or other open spaces;</p>	<p>Regulated by Development Agreement.</p>
<p>d) The maximum density of the population within the development;</p>	<p>The proposal includes approximately 27 residential units and 1 community office space on a 2.59-acre property.</p>

e) The architectural design or external appearance of structure, in particular, its compatibility with adjacent structures;	N/A
f) The provision of services and utilities;	Municipal water, sanitary sewer, and stormwater services are available along Magee Drive. Downstream capacity will be confirmed before permitting. 6 inch water pipes must be installed along with a private fire hydrant.
g) Traffic generation, ingress to and egress from the site to abutting streets and parking;	Access is proposed from Magee Drive by a private driveway. Parking and site circulation are regulated through the Development Agreement (DA) process. A traffic report completed by Harbourside Transportation indicated no concern with the increase traffic generated by the proposal.
h) The landscaping or buffering of developments that may include fencing, walkways, and outdoor lighting;	Regulated by Development Agreement.
i) Alteration of land levels;	Regulated by Development Agreement.
j) Open storage;	Regulated by Development Agreement.
k) Public display of advertising;	Regulated by Development Agreement.
l) Integration of universal accessible design considerations for structure and site design and the provision of accessible parking spaces.	Accessible parking spots will be provided as required by the national building code.
m) Any other similar matter that may be addressed in a Land-Use By-law that Council feels is necessary, to ensure general compatibility of the use and structure with adjacent areas.	Regulated by Development Agreement.
MPS Policy IM17 - General Implementation and Administration In considering amendments to the zoning in the By-law or, entering into Development Agreements, in addition to all other criteria as set out in various policies of this planning strategy, Council shall have regard for the following matters:	
(a) That the proposal is in conformance with the intents of this Strategy and with the requirements of all other Town By-laws and regulations;	The proposal maintains residential use within the Residential Designation and supports residential development within the Town.

(b) That the proposal is not premature or inappropriate by reason of:	
(i) the financial capability of the Town to absorb any costs relating to the development;	Potential impacts to the Town are sewer capacity issues and removal and applying of sewage and water easement.
(ii) the adequacy of sewer and groundwater to support the proposed density of development;	Downstream sewer capacity to be confirmed before development permit is issued.
(iii) the adequacy and proximity of school, recreation, and other community facilities;	The subject property on Magee Drive is located within Middleton and in proximity to a range of community facilities. Educational facilities in Middleton include Annapolis East Elementary School at 325 Marshall Street, which serves Pre-Primary to Grade 5, and Middleton Regional High School at 18 Gates Avenue, which serves Grades 6 to 12. A report of Annapolis west education centre family of schools in 2017 shows sufficient capacity of public schools.
(iv) the adequacy of road networks adjacent to, or leading to, the development;	Private driveway access to the site is proposed from Magee Drive. Public Works and a report done by Harbourside Transportation identified no traffic concerns.
(v) the potential for the contamination of water courses or the creation of erosion or sedimentation;	No known impacts, Stormwater management will be regulated through the Development Agreement (DA) process.
(vi) stored water capacity for fire protection;	No concerns
(vii) the potential for damage to or destruction of historical buildings and sites.	N/A
(c) That controls are contained in a Land Use By-Law or a Development Agreement so as to reduce conflict between the development and any other adjacent or nearby land use by reason of:	
(i) type of use;	The proposed development is residential and is located within the Residential Designation.
(ii) emissions, including air and water pollutants and noise;	Stormwater management and lighting will be regulated through the Development Agreement (DA) process.
(iii) height, bulk, and lot coverage of the proposed building;	There is an increase to non permeable surface proposed on the Subject Property.

	Stormwater management will be regulated by DA
(iv) traffic generation, access to and egress from the site, and parking;	Access to the development is proposed from Magee Drive. Public Works reviewed the proposal and identified no concerns.
(v) open storage;	To be regulated by the DA
(vi) signs;	To be regulated by the DA
(vii) similar matters of planning concern.	To be regulated by the DA
(d) Suitability and development costs of the proposed site in terms of steepness of grades, soil and geological conditions, marshes, swamps or bogs , and proximity of highway ramps, railway rights-of-way, and other nuisance factors.	The Subject Property is serviced by municipal infrastructure. A geotechnical report identified the area can not accommodate high density dwellings in a single building, presenting the grouped dwelling approach.
(e) Provision is made for buffering, landscaping, screening, and access control, to reduce potential incompatibility with adjacent land uses and traffic.	Site plan includes buffering from adjacent residential properties. The plan also shows the required distances as set out for the Residential zone in the Land Use By-law. Tress will be planted on the south and west part of the site. Buffering will be regulated and ensured by DA.

A Public Information Meeting (PIM) of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 3:00pm.

## **PRESENT**

Chairing the meeting: Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer Ethan Oderkirk, Director of Public Works, Adam Verran, CAO Ashley Crocker; and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

Also in attendance: 26 attendees

### **1. CALL TO ORDER**

CAO Crocker called the meeting to order at 3:04pm.

### **2. ACTION/DISCUSSION ITEMS**

#### **2.1. MPS/LUB Amendment for 18 King Street**

Development Officer Ethan Oderkirk went over the staff report for 18 King Street.

##### **Gerry Bezanson, 13 King Street**

- What will the property taxes be?
  - Planner Fuller stated that it would be up to Property Valuation Services Corporation (PVSC) to determine any updated assessed value for the property.

##### **Lloyd Lombard, 45 Connaught Avenue**

- Has Council considered the impact on taxes, such as sewer and water?
  - Planner Fuller stated that considerations will include compatibility with the Town, as well as sewer, water, and overall financial impacts.

##### **Shelly Specht, 16 King Street**

- Lights are always turned on; however, lights are shining into their bedroom.
  - Alex Balcome stated that the lights for the new development will abut the residential area.
  - Planner Fuller stated that the lighting, hours of operation, and requirements are included in the Development Agreement (DA). The DA would not apply to the existing site; it applies only to the new site. The existing lights are a concern, as well as adding more.

**Lloyd Lombard, 45 Connaught Avenue**

- Expressed surprise that the Town does not have detailed information regarding the proposal and expansion. Noted that the commercial tax rate is higher; however, it is based on the assessed value.
  - Planner Fuller stated that it's the initial process and staff haven't done a full review.

**Shelly Specht, 16 King Street**

- There is currently a water issue related to when the existing property was built.
  - Alex Balcome stated that there are currently six catch basins on the property.
  - Planner Fuller stated that Alex Balcome can investigate the water issue on the existing property and follow up.

**Shelly Specht, 16 King Street**

- The fence would be approximately 6 feet tall. How close would it be to the property line?
  - Planner Fuller stated that the exact location is to be determined, but it must be on their side of the property line.

**Lloyd Lombard, 45 Connaught Avenue**

- Should install a fence that allows access without encroaching on the neighbor's property.
  - Planner Fuller stated that this involves bylaw considerations and would generally be treated as a civil matter.

**Councillor Smith**

- Asked whether the new lot would be used for employee parking or for existing sales parking.
  - Alex Balcome stated that the new lot would be designated for sales parking

**Hal Cox, 25 George Street**

- Will there be an increase in delivery trucks?
  - Planner Fuller stated that there would be no additional traffic and that vehicles would not turn onto King Street because of the new parking lot.

**Craig Parsons, Parson's Investments**

- How many additional truck spaces are there?
  - Planner Fuller stated there would be 17 additional parking spaces.

## 2.2. MPS/LUB Amendment for Magee Drive

Development Officer Ethan Oderkirk went over the staff report for a cluster development on Magee Drive.

### Lloyd Lombard, 45 Connaught Avenue

- Are these on slab?
  - Erin Dagley from EKD Match Design confirmed that these homes will be built on a slab.

### Brian Harvey, 82 Magee Drive

- How does this plan fit together and will there be another public meeting?
  - Heather McCormick from Annapolis County Housing Association stated that the development is fully integrated, accommodating young families and seniors. Based on the data collected, there is a diversity of ages, and it will likely be a mixed community.
  - Planner Fuller stated that the town does not regulate tenancy; the tenant mix will be determined by the organization, and there will be another public meeting before it is brought forward to Council.

### Doris Blood, 234 Main Street

- How much space is there between the green space and her property, and will a fence be installed?
  - Planner Fuller stated that the green space will directly abut her property, and since the planning is still in the early stages, details are unclear.

### Chris Dowell, 250 Main Street

- Will these units be rented or owned? Are there similar developments elsewhere in the province, and how are they functioning?
  - Heather McCormick stated that the units will be rented. She noted that, at the provincial level, there are new developments in Amherst, and most are rental. This is the first housing development of its kind in Nova Scotia in a rural type setting.
  - Heather added that the necessary structures and supports are already in place.

### Craig Parsons, Parson's Investments

- How does a not-for-profit operate, and what happens if the funding runs out?
  - Heather McCormick from the Annapolis Valley Housing Association stated none of us are paid; all work as volunteers. We are partnering with an experienced developer, who will eventually hand the project over to a Housing Association.

**Chris Dowell, 250 Main Street**

- Does a non-profit have a different tax rate?
  - CAO Crocker stated that a non-profit might be eligible for a tax exemption, but this would require further review.

**Tara Webb**

- Pointed out that it's important to recognize the value of this project as community infrastructure, benefiting employees, volunteers, and people with disabilities - a real bonus to the community.

**Brian Harvey, 82 Magee Drive**

- Have they determined the point of entry for construction on Magee?
  - Planner Fuller stated not yet, but construction will take place.

**Councillor Bartlett**

- Asked if this is part of the 514 units the province announced?
  - Heather McCormick, Annapolis County Housing Association: No.
  - CAO Crocker stated that this development comes from the Provincial Opportunity Notices (PONs), which is separate.

**Lloyd Lombard, 42 Connaught Avenue**

- Commented that everyone should be aware of radon in this area.

2.3. **Presentation – Annapolis County Housing Association**

The Annapolis County Housing Association gave a brief presentation on the cluster development for Magee Drive.

3. **ADJOURNMENT**

**260219.01:** It was moved and seconded to adjourn the meeting at 4:27pm. **Motion carried.**

---

CHAIR

---

RECORDING SECRETARY

A meeting of the Planning Advisory Committee (PAC) was held in person on Thursday, February 19, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: CAO Ashley Crocker, Howard Selig; Councillors Dan Smith and John Bartlett; Citizens-at-large, Hilary Campbell, and Margaret Jerke, Planner Chrystal Fuller, Development Officer, Ethan Oderkirk, Director of Public Works, Adam Verran, and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Councillor Jonathan Archibald

**1. CALL TO ORDER**

Chair Selig called the meeting to order at 4:34pm.

**2. APPROVAL OF THE AGENDA**

**260219.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**260219.02** It was moved and seconded to approve the minutes as circulated. **Motion carried.**

**4. ACTION/DISCUSSION ITEMS**

**4.1 Approval of Chair**

CAO Crocker called for nominations and Hilary Campbell was nominated and accepted the nomination.

CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations.

CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations.

Hilary Campbell was acclaimed as Chair of the Planning Advisory Committee.

**4.2 Approval of Vice Chair**

Chair Campbell called for nominations and Howard Selig was nominated and accepted the nomination.

Chair Campbell called for nominations a 2<sup>nd</sup> time and there were no nominations.

Chair Campbell called for nominations a 3<sup>rd</sup> time and there were no nominations. Howard Selig was acclaimed as Vice Chair of the Planning Advisory Committee.

#### 4.3 Development Fees Staff Reports

Development Officer Ethan Oderkirk gave a presentation on the Development Fees Staff Report.

The fees do not fully cover the cost of issuing permits. Middleton should take this into consideration.

Councillor Bartlett suggested waiving the fees, noting that applicants would still be required to pay for sewer and water services.

CAO Crocker explained that even when a building fee is charged, the Town still incurs costs.

Chair Campbell noted there have been complaints about fees being too high in HRM. It was observed that when HRM increased its fees, it resulted in a decrease in applications, as well as impacts on resources and materials.

CAO Crocker clarified that there have been no complaints about the Town's current fees and that this discussion is strictly related to the Housing Accelerator Fund initiatives.

The Committee discussed encouraging growth in Town, noting that any adjustment does not need to be permanent and would not create a significant administrative burden.

Councillor Smith suggested offering a 50% reduction on building and development fees, similar to retail incentives.

CAO Crocker concluded that the broader goal is to promote tax revenue growth.

PAC recommends to Council that affordable housing development applications fees including accessory dwellings are waved for a period of one year. **Motion carried.**

#### 5. ANYTHING BY MEMBERS

Margaret Jerke provided clarification to an email she had distributed.

Planner Fuller stated that staff have been following up with Parson's Investments to obtain a proper plan. She added that expectations remain clear, and that developers are responsible for paying their required fees.

CAO Crocker provided a brief update on the Northlands Secondary Planning Strategy and the status of obtaining the appropriate plans. She noted that staff are doing their best to move the process forward and emphasized that the Town will not move ahead without proper plans and clear expectations.

6. **NEXT MEETING DATE**

To be determined.

7. **ADJOURNMENT**

**260219.03:** It was moved and seconded to adjourn the meeting at 5:26pm. **Motion carried.**

---

CHAIR

---

RECORDING SECRETARY

UNAPPROVED

A meeting of the Planning Advisory Committee (PAC) was held in person on Monday, April 13, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith and Jonathan Archibald; Citizens-at-large, Howard Selig, Dianne McDonald, and Margaret Jerke, Senior Project Manager Jennifer Nicholls, Development Officer, Ethan Oderkirk, Chief Administrative Officer, Ashley Crocker and Director of Public Works, Adam Verran.

Regrets: Councillor John Bartlett, Recording Secretary/Planning Services Coordinator, Sara Marceau

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260413.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

**3.1 Approval of the Previous Meeting Minutes**

February 19, 2026 Committee Meeting Minutes  
February 19, 2026 Public Information Meeting Minutes

An omission was noted by Dianne McDonald, and the minutes were considered approved as corrected.

**4. ACTION/DISCUSSION ITEMS**

**4.1 18 King Street, Planning Report**

Councillor Archibald declared a conflict of interest and left the discussion table.

Development Officer Ethan Oderkirk gave a presentation on the 18 King Street Planning Report.

Development Officer Oderkirk outlined concerns that were raised at the Public Information Meeting, including stormwater management (pooling and flooding neighboring yards), increased traffic on King Street, nuisance impacts (bright lighting), and the impact on the Town's tax base if the zoning change were to take place.

Oderkirk described the process moving forward, recommending that the request proceed by development agreement. He also outlined key aspects proposed for inclusion in a development agreement, to help address some of the public's concerns:

- Requirement of a stormwater management plan
- Outlines the intended use of Subject Property
- Driveway access requirements
- Landscaped buffering requirements along King Street and south adjacent residential property – including retaining mature trees in buffer
- Lighting controls requirements
- Parking requirements
- Maintenance of property and landscaped buffer
- Permitted hours of operation control and winter maintenance

Oderkirk then described the approval process, after which Committee members asked questions:

Margaret Jerke asked whether the public would still have an opportunity to voice concerns if the motion were recommended.

- Staff responded that yes, Council is required to hold a public hearing in conjunction with Second Reading

Dianne McDonald and Howard Selig expressed concern about bright lighting overnight and asked whether motion sensors or dimming could be used.

- Staff responded that motion detector lighting could be explored, and that there may be liability reasons that require lights to be on overnight.

Margaret Jerke asked for clarification on the timeline for installing fencing and buffers, and responsibility of maintaining the fence.

- Staff responded that the mature trees would be maintained, and the fencing would go in between the trees. Staff confirmed that the development agreement states that the applicant is responsible for maintaining the fence.

Councillor Smith asked about recourse if the applicant does not follow the development agreement.

- Staff responded that the development agreement will state that all actions required in the agreement must be completed before permits are awarded.

Councillor Smith also noted that it will only be evident if the stormwater management plan works if it rains. He said that there are public comments and complaints around flooding in that area since the previous parking lot was put in. He asked for clarification on how a stormwater management plan can be accepted if it's not certain it will work, and whether there are options if it doesn't work.

Chair Hilary Campbell asked if it was possible to write a one-year review clause into the development agreement to require the applicant to take additional steps to mitigate any problems that may arise if the stormwater management plan proves to be ineffective.

- Staff responded that they would need to investigate this.

Margaret Jerke noted that there were concerns from residents about the potential effect this project may have on property values in the area. She asked if a review has been completed on this.

- Staff explained that the potential impact on neighbouring property values is not a consideration in the application process.

Dianne MacDonald expressed concern for the environment, ensuring trees are protected and that the Town is a welcoming community.

Chair Hilary Campbell noted that, based on a review of the zoning map, this would be the first commercial/residential mixed zone without frontage on Main Street. While she acknowledged that mitigation measures could be implemented, she questioned whether permitting this property to expand further into residential areas could set a precedent and asked where such expansion would be limited. She emphasized that Council must carefully consider the potential negative impacts of commercial encroachment into residential neighborhoods.

CAO Crocker asked if there is a plan to consolidate the lot, so it is not separated and the only lot that is left without road frontage.

- Staff confirmed that the development agreement requires the lot to be consolidated with the one right above it, which would give the newly consolidated lot road frontage on Main Street.

Margaret Jerke asked for clarification on whether the applicant can put a separate entrance into the new parking lot from King Street.

- Staff responded that the current development agreement states that the new parking lot must be accessed through Main Street.

Committee members discussed amendments but chose to proceed while ensuring concerns were reflected in the minutes:

The PAC recommends that Council consider putting additional mitigation measures in the development agreement or ask staff and the applicant to further explore:

- 1) Planting of mature trees instead of saplings
- 2) A clause that the stormwater management plan be revisited after one year to see if the plan is working and if not, that the applicant be required to put additional measures in place to rectify any problems, particularly with flooding
- 3) Motion censored lights or lights that will dim overnight
- 4) The negative impacts of encroachment of commercial businesses into residential areas

**260413.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to redesignate and rezone 18 King Street (PIDS 05079264 and 05180641) from Residential to Residential Mixed Use (RMU); and that Council give initial consideration to the attached draft development agreement; and that Council schedule a Public Hearing. **Motion carried.** Councillor Smith voted against the motion.

Councillor Archibald returned to the discussion table.

#### 4.2 Magee Drive Amendments

Development Officer Ethan Oderkirk gave a presentation on the Magee Drive Amendments.

Development Officer Ethan Oderkirk clarified that only the amendments are coming forward at this time, and not the development agreement. This will give Council the discretion to allow grouped dwellings in its Municipal Planning Strategy and Land Use Bylaw. Any development over six (6) units must be approved by way of Development Agreement. Without having these amendments in place, a Development Agreement for Magee Drive cannot come forward.

Members of the Planning Advisory Committee asked a variety of questions:

Councillor Archibald asked how this development relates to trailer park situations, and if it would enable trailer parks in Town.

- Staff replied that trailer parks are a land-leased community, not a grouped dwelling. A trailer could be brought in, but only by Development Agreement.

Howard Selig asked if the grouped dwellings will all be one owner.

- Staff replied that yes, it is one owner for all the buildings.

**260413.03** It was moved and seconded that the Planning Advisory Committee recommend that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable Council to consider grouped dwellings within the Residential Designation by Development Agreement, and direct staff to proceed with the required Public Hearing process. **Motion carried.**

5. **ANYTHING BY MEMBERS**

Howard Selig expressed concern regarding increased lighting levels in the Industrial Park on the west side of Town. He noted that the intensity of lighting has grown and is impacting his property on Victoria Street, making it difficult to enjoy the area after dark. Mr. Selig indicated he is not aware of any existing Town bylaw or policy governing lighting and suggested that guidelines related to light pollution be explored.

Margaret Jerke expressed concern about the importance of maintaining clear boundaries between commercial and residential areas, noting that the Town should remain mindful of preventing the encroachment of commercial uses into residential neighborhoods.

6. **NEXT MEETING DATE**

Tuesday May 12<sup>th</sup> at 4:00pm. One agenda item Magee Drive Development Agreement.

7. **ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:16pm.

---

CHAIR

---

RECORDING SECRETARY

This Development Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026

Between:

**Town of Middleton**, a duly incorporated municipal body incorporated under the laws of the Province of Nova Scotia, hereinafter called the "Town",

*OF THE FIRST PART*

-and-

**ANNAPOLIS COUNTY HOUSING ASSOCIATION** in Middleton, Nova Scotia, and hereinafter called the "Developer",

*OF THE SECOND PART*

WHEREAS the Developer is the Owner of certain lands known as Lot 4A-D Magee Drive (PID 05302047) and more particularly described in the attached Schedule "A" and hereinafter called the "Property"; and

AND WHEREAS the Developer has submitted a detailed development proposal for a 28 unit grouped dwelling development, consisting of a mix of single, two-, and three-bedroom units and a community office space.

AND WHEREAS Policy R9 of the Town of Middleton Municipal Planning Strategy requires that a grouped dwelling development with seven (7) or more units only be permitted by Development Agreement.

AND WHEREAS the proposed development of the Property has been considered at a Public Hearing held on Insert Date and approved by a majority vote of the Town Council on Insert Date pursuant to requirements of the Municipal Government Act;

NOW THEREFORE in consideration of the various covenants and benefits hereinafter set out in this Agreement, the parties hereto agree as follows:

**Part 1: General Requirements and Administration**

**1.1 Applicability of Agreement**

1.1.1 The Developer agrees that the Property shall be developed and used only in accordance with and subject to the terms and conditions of this Agreement.

1.1.2 Variances to the requirements of the applicable Land Use By-law shall be permitted in accordance with the Municipal Government Act on the whole site as shown on Schedule B.

## **1.2 Applicability of Other By-laws, Statutes and Regulations**

1.2.1 Nothing in this Agreement shall exempt or be taken to exempt the Developer, lot owner or any other person from complying with the requirements of any by-law of the Town applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement), or any statute or regulation of the Provincial/Federal Government and the Developer or Lot Owner agree(s) to observe and comply with all such laws, by-laws and regulations, as may be amended from time to time, in connection with the development and use of the Property.

1.2.2 The Developer shall be responsible for securing all applicable approvals associated with the on-site and off-site servicing systems required to accommodate the development, including but not limited to the sanitary sewer system, water supply system, stormwater sewer and drainage system, and utilities. Such approvals shall be obtained in accordance with all applicable by-laws, standards, policies, and regulations of the Town and other approval agencies. All costs associated with the supply and installation of all servicing systems and utilities shall be the responsibility of the Developer. All design drawings and information shall be certified by a Professional Engineer or appropriate professional as required by this Agreement or other approval agencies.

## **1.3 Conflict**

1.3.1 Where the provisions of this Agreement conflict with those of any by-law of the Town applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement) or any provincial or federal statute or regulation, the higher or more stringent requirements shall prevail.

1.3.2 Where the written text of this Agreement conflicts with information provided in the Schedules attached to this Agreement, the written text of this Agreement shall prevail.

## **1.4 Costs, Expenses, Liabilities and Obligations**

1.4.1 The Developer shall be responsible for all costs, expenses, liabilities and obligations imposed under or incurred in order to satisfy the terms of this Agreement and all Federal, Provincial and Municipal laws, by-laws, regulations and codes applicable to the Property.

## **1.5 Provisions Severable**

1.5.1 The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

## **1.6 Property**

1.6.1 The Developer hereby represents and warrants to the Town that the Developer is the owner of the Property and that all owners of the Property have entered into this Agreement.

## **Part 2: Definitions**

2.1.1 All words used herein shall be defined as in the Land Use Bylaw and Subdivision Bylaw unless otherwise specifically defined herein. If not defined herein or in these Bylaws, the customary meaning shall apply.

2.2 When interpreting this agreement, the following words are defined as follows:

- a) *Land Use Bylaw* means the Town of Middleton Land Use By-law adopted by Council on November 15, 2018, as amended from time to time.
- b) *Municipal Planning Strategy* means the Town of Middleton Municipal Planning Strategy adopted by Town Council on November 15, 2018, as amended from time to time.
- c) *Driveway flare* means the portion of a driveway access that widens at its intersection with a public or private street to facilitate vehicle turning movements and improve ingress and egress.
- d) Private Hydrant means a fire hydrant that is owned and installed by the property owner, but that meets all applicable municipal, provincial and national standards.

## **Part 3: Use of Property, Subdivision and Development Provisions**

### **3.1 Schedules**

3.1.1 The Developer shall develop the Property in a manner, which, in the opinion of the Development Officer, conforms with the following Schedules attached to this Agreement:

- a) Schedule A: Legal Description of the Property
- b) Schedule B: Site Plan

### **3.2 Requirements Prior to approval**

3.2.1 Prior to the issuance of a Development Permit, the Developer shall provide the following to the Development Officer, unless otherwise permitted by the Development Officer:

- a) Submission of a site plan that generally complies with the Site Plan in Schedule B and this Agreement. The site plan shall include the location of lighting standards, stormwater retention, parking, and all landscaping features.

- b) A Stormwater management plan and connections to existing stormwater service on Magee Drive that is acceptable to the Town Engineer.
- c) An engineers letter confirming that adequate downstream sewer capacity is available.
- d) Release of the existing easement #3681 and a new sewer easement to accommodate the new sewer servicing and as shown on the Site Plan in Appendix B. The Developer is responsible for communicating with the adjacent property owner and all costs associated with moving the easement and reconnection of services to other parties using the easement.
- e) Confirmation of the location of the Private Fire hydrant on the Property

### **3.3 General Description of Land Use**

3.3.1 The following uses are permitted on the Property subject to the requirements of the LUB, unless otherwise varied by this Agreement:

- Twenty-seven (27) grouped dwelling units
- One (1) community office/boardroom space
- The Subject Property shall be used for grouped residential dwelling units and have minimum separation distances between dwelling units of no less than the required fire separation distances established by the National Building Code.
- Roof mounted solar panels

#### 3.3.2 Stormwater Retention

The Developer shall incorporate on-site stormwater retention measures to manage runoff generated from the development. Stormwater management infrastructure shall be designed to retain and control post-development runoff prior to discharge to the municipal stormwater system, to the satisfaction of the Town Engineer.

#### 3.3.3 Office Use

An Office use is permitted in the building labelled as “office space” on the Site Plan, as shown in Appendix B, and shall comply with the following:

- a) The Office use shall not exceed 950 square feet and
- b) Shall be for office space to support the Development and no commercial uses are permitted.

#### 3.3.4 Landscaping

- a) The Developer shall install and maintain a landscaped buffer along the Property boundaries as generally illustrated on the approved Site Plan. Landscaping may include trees, shrubs, and other vegetative planting.
- b) A landscaping plan shall be required at the time of permitting.
- c) New tree saplings must be a minimum height of 2 meters (6.5 feet) at the time of planting.
- d) Trees within the landscaped buffer shall be maintained. If a tree is removed for safety, or is dead, it shall be replaced with deciduous trees of a minimum height that is 2 meters (6.5 feet) in height at the time of planting.

3.3.5 Fencing

- a) A fence shall be installed along the north side property line of the “community green space and walking path”.
- b) Fencing shall be a minimum of 6 feet in height with wooden opaque boards.

3.3.6 Lighting

- a) Exterior lighting shall be directed downward and away from adjacent properties.

3.3.7 Parking

- a) There shall be a minimum of 36 parking spaces, 3 of which shall be painted as accessible.

3.3.8 Accessory Structure

- a) Accessory Structures shall not exceed 52 square feet.

3.3.9 Maintenance

- a) The Developer shall be responsible to maintain the Property in compliance with all Town By-laws and applicable Provincial regulations and to ensure that the Property is maintained in a safe and clean condition.
- b) The landscaped buffer shall be maintained in a healthy condition. Any dead or damaged plantings shall be replaced in the next growing season.
- c) All common areas within the development, including community green space, pedestrian pathways, landscaping, and amenity spaces, shall be maintained by the Developer.
- d) All internal driveways, parking areas, and circulation routes shall remain private and shall be maintained by the Developer.

**Part 4: Phasing**

- 4.1 The Development may occur in phases. All landscaping and the walking trail, as generally shown on the Site plan in Appendix B, shall be completed before final occupancy permits are issued.
- 4.2 If the development is phased, the Development Officer shall approve the phasing plan subject to the following:
- a) Walkways and internal driveways associated with individual units shall be completed before occupancy.
  - b) Stormwater detention pond, if required by the final Storm Water Management Plan, shall be constructed before the development permit for the 16<sup>th</sup> unit is issued.
  - c) If the Private Hydrant is not installed at the time of permitting of the Phase being approved, approval of the Fire Department that there is adequate ability to respond to fire in the proposed phases.

**Part 5: Streets and Municipal Services**

**5.1 Off-Site Disturbance**

- 5.1.1 Any disturbance to existing off-site infrastructure resulting from the Development, including but not limited to, streets, sidewalks, curbs and gutters, street trees, landscaped areas and utilities, shall be the responsibility of the Developer, and shall be reinstated, removed, replaced or relocated by the Developer as directed by the Development Officer, in consultation with the Town's Engineer or Director of Public Works.

**5.2 Private Hydrant**

- 5.2.1 The Developer shall install a Private Hydrant to municipal standards in a location approved by the Development Officer. The Private Hydrant be in the general location between units 7 and 8 as shown on the Site Plan in Appendix B.
- 5.2.2 The Town agrees to maintain the Private Hydrant.
- 5.2.3 The Developer shall provide an access easement to the Town to provide unfettered access to the Private Hydrant and the waterline to the Private Hydrant.

**5.3 Water Lines**

- 5.3.1 The water lines that connect the Development shall be a minimum of 6 inches in size. The development officer, upon advice of the municipal engineer, may consider a reduction of size in the water lines

**5.4 Driveway Access and Internal Circulation**

- 5.4.1 The Driveway Flare from Magee Drive shall be no less than 7 meters wide.

5.4.2 The turn around location near the area identified as “Community Green Space and Walking Path” on the Site Plan in schedule B shall be a minimum of 50 feet wide.

5.4.3 The driveway between Magee Drive and the area identified as “Community Green Space and Walking Path” on the Site Plan in schedule B shall be paved or be covered by a hard surface material that is acceptable to the Town

**Part 6: Amendments**

**6.1 Non-Substantive Amendments**

6.1.1 The following items are considered by both parties to be not substantive and may be amended through decision of the development officer.

- a) Changes to landscaping and buffering requirements
- b) Changes to the Timing and Completion provisions in section 6.3 and 6.4 of this Agreement.
- c) Changes to the total number of grouped dwellings as long as there is no increase in the total number of units and that no grouped dwelling has more than 4 units per building.

**6.2 Substantive Amendments**

6.2.1 Amendments to any matters not identified under Section 5.1 shall be deemed substantive and may only be amended in accordance with the approval requirements of the Municipal Government Act.

**Part 7: Registration, Effect of Conveyances and Discharge**

**7.1 Registration**

7.1.1 A copy of this Agreement and every amendment or discharge of this Agreement shall be recorded at the Registry of Deeds or Land Registry Office for the County of Annapolis, Nova Scotia and the Developer shall incur all costs in recording such documents.

**7.2 Subsequent Owners**

7.2.1 This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Property which are the subject of this Agreement until this Agreement is discharged by Council.

7.2.2 Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s).

**7.3 Commencement of Development**

7.3.1 In the event that development on the Property has not commenced within 2 years from the date of registration of this Agreement at the Registry of Deeds or Land Registry

Office, as indicated herein, the Property shall conform with the provisions of the Land Use By-law.

7.3.2 For the purpose of this section, commencement of development shall mean issuance of a Development Permit.

7.3.3 For the purpose of this section, Council may consider granting an extension of the commencement of development time period through a resolution under Section 6.1, if the Town receives a written request from the Developer at least sixty (60) calendar days prior to the expiry of the commencement of development time period.

#### **7.4 Completion of Development**

7.4.1 Upon the completion of the whole development, Council may review this Agreement, in whole or in part, and may:

- a) retain the Agreement in its present form;
- b) negotiate a new Agreement; or
- c) discharge this Agreement.

7.4.2 For the purpose of this section, completion of development shall mean issuance of a all occupancy permits, completion of landscaping requirements and internal circulation requirements and any other required elements of this Agreement.

#### **7.5 Discharge of Agreement**

7.5.1 If the Developer fails to complete the development after five (5) years from the date of registration of this Agreement at the Registry of Deeds or Land Registration Office Council may review this Agreement, in whole or in part, and may:

- a) retain the Agreement in its present form;
- b) negotiate a new Agreement; or
- c) discharge this Agreement.

### **Part 8: Enforcement and Rights and Remedies on Default**

#### **8.1 Enforcement**

8.1.1 The Developer agrees that any officer appointed by the Town to enforce this Agreement shall be granted access onto the Property during all reasonable hours without obtaining consent of the Developer. The Developer further agrees that, upon receiving written notification from an officer of the Town to inspect the interior of any building located on the Property, the Developer agrees to allow for such an inspection during any reasonable hour within seventy two hours of receiving such a request.

#### **8.2 Failure to Comply**

- 8.2.1 If the Developer fails to observe or perform any condition of this Agreement after the Town has given the Developer 30 days written notice of the failure or default, then in each such case:
- a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defence based upon the allegation that damages would be an adequate remedy;
  - b) The Town may enter onto the Property and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Property or from the performance of the covenants or remedial action, shall be a first lien on the Property and be shown on any tax certificate issued under the Assessment Act;
  - c) The Town may by resolution discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; or
  - d) In addition to the above remedies, the Town reserves the right to pursue any other remedy under the Municipal Government Act or Common Law in order to ensure compliance with this Agreement.

**Part 9: Expenses**

- 9.1.1 In addition to the costs to be paid pursuant to section 6.1.1, any expenses incurred by the Town in exercising its rights under Section 7 shall be paid by the Developer to the Town. Such expenses may include, but are not limited to, costs incurred in returning property owned by the Town, or the Property to their original condition before the beginning of work on the development, costs incurred for entry on the Properties and performance of the Developer's obligations, and all solicitors' fees and disbursements incurred in terminating or discharging this Development Agreement. Such expenses shall be payable by the Developer to the Town as a debt and may be recovered from the Developer by direct suit. They shall form a charge upon the Properties. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest shall be treated as an expense.
- 9.1.2 The Developer shall be liable for any damage caused to public or private property by Developer or any contractor or other individual doing work related to the development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the development. The Developer shall obtain and maintain in force throughout the course of construction on the development, liability insurance coverage to ensure the responsibilities which the Developer is assuming in this section.

**Part 10: Notice**

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid,

if to the Town to:

**Town of Middleton**  
131 Commercial Street  
Middleton, NS  
B0S 1P0  
Attention: Chief Administrative Officer

And if to the Developer to:

**Annapolis County Housing Association**  
1488 Ashlee Drive  
Coldbrook, NS  
B4R 1A1  
Attention: Heather McCormick

THIS AGREEMENT shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, agents, successors, and assigns.

IN WITNESS WHEREOF, this Agreement was properly executed by the respective parties on the day and year first above written

SIGNED, SEALED AND DELIVERED

In the presence of:

**Developer**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Heather McCormick, Director

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**Other Signing Authority?**

**Town of Middleton**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CAO/Clerk

## Schedule “A”, - Property Description

Registration County: ANNAPOLIS COUNTY

Street/Place Name: MAGEE DRIVE /MIDDLETON

Title of Plan: PLAN OF S/D & CONSOLIDATION OF LOTS A & 4A-D LANDS OF DEPT OF MUNICIPAL AFFAIRS & HOUSING MAIN ST & MAGEE DR MIDDLETON

Designation of Parcel on Plan: LOT 4A-D

Registration Number of Plan: 125840729

Registration Date of Plan: 2025-05-16 15:26:39

\*\*\* Municipal Government Act, Part IX Compliance \*\*\*

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: ANNAPOLIS COUNTY

Registration Year: 2025

Plan or Document Number: 125840729





- SETBACK A = 9'-10 1/8" (3m)
- SETBACK B = 34'-9 3/8" (10.6m)
- SETBACK C = 9'-10 1/8" (3m)
- SETBACK D = 34'-9 3/8" (10.6m)
- SETBACK E = 9'-10 1/8" (3m)
- SETBACK F = 26'-3" (8m)
- SETBACK G = 9'-10 1/8" (3m)
- SETBACK H = 26'-3" (8m)

GROUPED DWELLING  
RESIDENTIAL  
DEVELOPMENT

PID 05302047  
Magee Drive, Middleton  
Nova Scotia

EKD Match Design  
462 Warden Rd. Salford Corner Nova Scotia B0P 1G0  
erunkd@gmail.com 902 789 7221

PROJECT PHASE:  
ISSUED FOR APPLICATION

**NOTES:**  
 COPYRIGHT RELAYED TO THE USE OF THIS DRAWING.  
 The use of this drawing shall be governed by standard copyright law.  
**DESIGNER'S REQUIREMENTS AND APPROVALS:**  
 It is the Designer's responsibility to notify EKD Match Design and to seek prior written approval for materials and workmanship which deviates from instructions provided by the Designer.  
**ENGINEER'S REQUIREMENTS AND APPROVALS:**  
 It is the Engineer's responsibility to notify EKD Match Design and to seek prior written approval for materials and workmanship which deviates from instructions provided by the Engineer.  
**AUTHORITY'S REQUIREMENTS AND APPROVALS:**  
 All materials and workmanship must comply with the requirements of all authorities having jurisdiction over the work. It is the Builder's responsibility to obtain necessary approval from all relevant Authorities.  
**DIMENSIONS:**  
 All dimensions must be verified on site. Do not scale off drawings. Plans take precedent over dimensions. In the absence of dimensions or if discrepancies exist, consult Designer. All minimum dimensions are to comply with the National Building Code of Canada.  
**SHOP DRAWINGS:**  
 Submit shop drawings to the Designer, Engineer and Authorities as required for approval prior to manufacture of prefabricated elements of site building.

**LOT STATISTICS**

**LOT CALCULATIONS - PID 05302047**

- 112 993sqft LOT
- 154'-9" OF FRONTAGE ON MAGEE DRIVE
- 8m FRONT YARD SETBACK
- 3m SIDE YARD SETBACK
- 10m REAR YARD SETBACK

**HARD SURFACE CALCULATIONS**

- BUILDING FOOTPRINT - 15 725sqft 14%
- ASPHALT PARKING/ DRIVEWAY - 23 100sqft 20%
- TOTAL LOT COVERAGE - 38 825sqft 34%

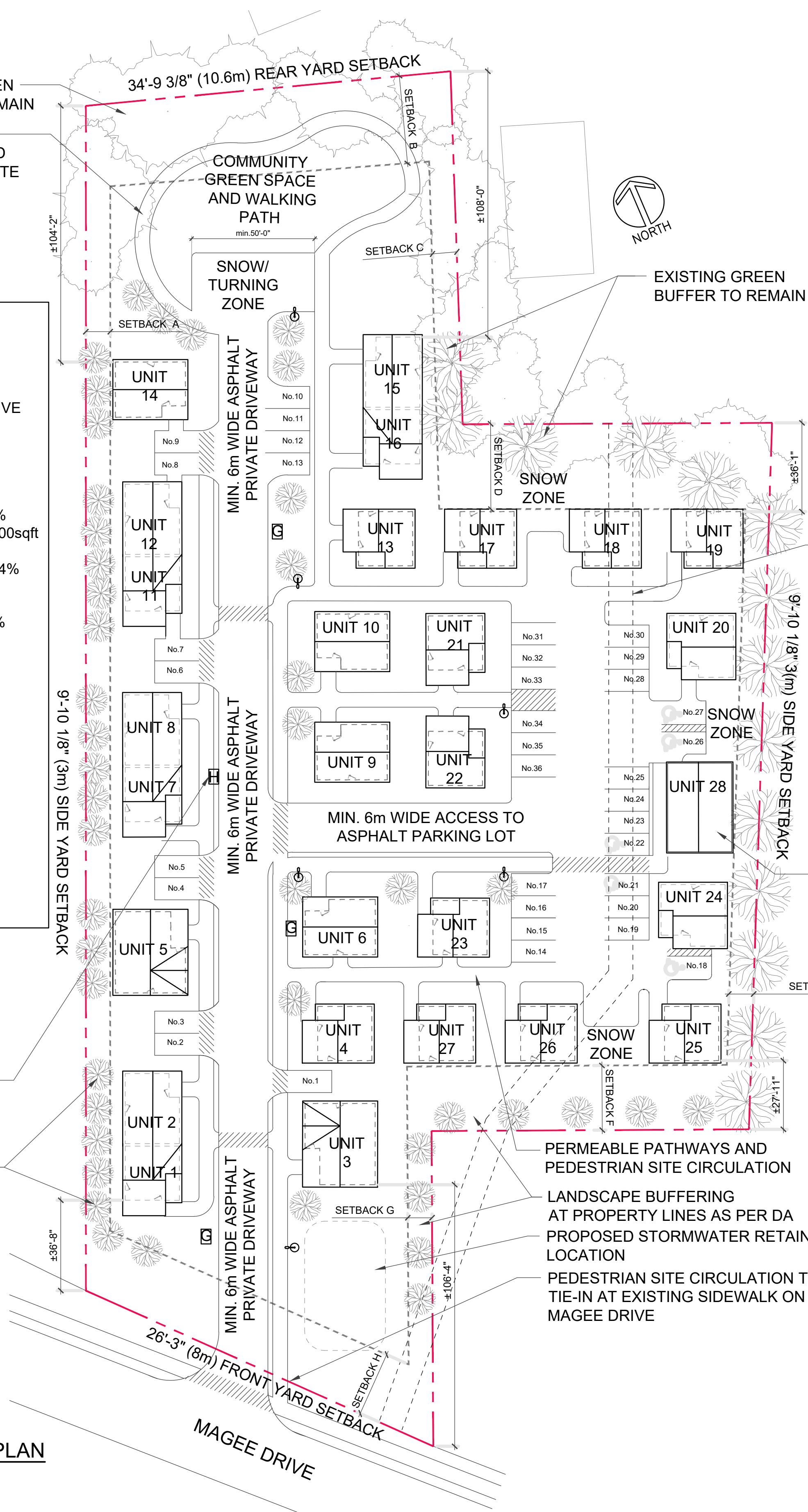
**GREEN SPACE CALCULATION**

- TOTAL GREEN SPACE - 72 168sqft 66%

**PARKING**

- 36 PARKING STALLS

PROPERTY LINE  
 PROPERTY SETBACK  
 GARBAGE STATION - 3  
 FIRE HYDRANT - 1  
 LIGHT STANDARD - 6  
 CROSSWALK



FIRE HYDRANT EASEMENT VIA DRIVEWAY AS PER DA

LANDSCAPE BUFFERING AT PROPERTY LINES AS PER DA

PERMEABLE PATHWAYS AND PEDESTRIAN SITE CIRCULATION

LANDSCAPE BUFFERING AT PROPERTY LINES AS PER DA  
 PROPOSED STORMWATER RETAINING LOCATION

PEDESTRIAN SITE CIRCULATION TO TIE-IN AT EXISTING SIDEWALK ON MAGEE DRIVE

EXISTING SANITARY EASEMENT SERVICES TO BE RECONNECTED TO SITE SERVICES

AMENITY SPACE AND OFFICE

**PROPOSED SITE PLAN**  
1/32" = 1'-0"

<b>MIDDLETON NS ACHA GROUPED DWELLING DEVELOPMENT</b>	
CLIENT: ANNAPOLIS COUNTY HOUSING ASSOCIATION	SHEET No:
TYPE: GROUPED DWELLING RESIDENTIAL	
PROJECT START DATE: NOV 2025	
DRAWN BY: EKD	
SCALE: AS NOTED	



# COMMUNICATIONS STRATEGY

---

Building Trust Through Clear, Consistent  
Communication

Prepared By: Gina Pearson,  
Communications  
Coordinator

# TABLE OF CONTENTS

---

<u>Welcome</u> .....	3
<u>Why Does This Matter?</u> .....	4
<u>What We Heard</u> .....	5
<u>Recurring Themes</u> .....	6
<u>Communication Principles</u> .....	7
<u>Communication Priorities</u> .....	8
<u>Who We Communicate With</u> .....	9
<u>Communication Channels</u> .....	10
<u>Our Voice and Style</u> .....	11
<u>Building Community Engagement</u> .....	12
<u>Accessibility and Inclusivity</u> .....	13
<u>Looking Ahead</u> .....	14

# WELCOME

The Town of Middleton believes strong communication is essential to building an informed, connected, and engaged community.

Residents today expect timely updates, transparent decision-making, accessible information, and meaningful opportunities to engage with local government. This Communications Strategy provides a clear framework for how the Town will communicate with residents, businesses, visitors, community organizations, and regional partners.

This strategy focuses on strengthening public trust, improving accessibility, increasing awareness of municipal services and initiatives, and ensuring information is shared in a clear, consistent, and professional manner.

By taking a more proactive and strategic approach to communication, the Town of Middleton aims to create stronger relationships with the community while continuing to celebrate what makes Middleton a welcoming and vibrant place to live, work, and visit.

“**Strong communication is not just about sharing information - it is about building relationships, trust, and community connection.**”

# WHY DOES THIS MATTER?

Clear and effective communication supports every aspect of municipal government.

From project updates and public notices to emergency communications and community events, residents rely on the Town to provide accurate and timely information.

This strategy was developed to help the Town:

- Improve public understanding of municipal decisions and services
- Increase community awareness and engagement
- Strengthen public trust through transparency and consistency
- Promote Middleton as a welcoming and connected community
- Improve emergency and service disruption communications
- Create a more coordinated and proactive communications approach.

**“As expectations for transparency, accessibility, and timely updates continue to grow, municipalities are increasingly expected to communicate proactively and consistently across multiple platforms.”**

# WHAT WE HEARD

## This strategy was informed through

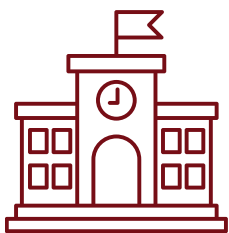
---



Communications surveys



Public feedback through recreation and event surveys



Community conversations at Town Hall



Social media engagement and resident inquiries



Feedback from staff and Council

# RECURRING THEMES

**Several recurring themes emerged throughout the feedback process. Residents want:**

---



More consistent updates



Easier access to information



Greater transparency around projects and decisions



More engagement opportunities



Clear communication during emergencies and disruptions



More modern and accessible communication tools

# COMMUNICATION PRINCIPLES

## ✓ **Clear and Easy to Understand**

Municipal information should be written in plain language whenever possible. Residents should be able to quickly understand important information.

## ✓ **Accessible and Inclusive**

Communications should be designed to reach as many people as possible using multiple communication channels, readable formatting, and accessible design practices.

## ✓ **Transparent and Trustworthy**

The Town is committed to sharing information openly, honestly, and consistently to help build confidence in municipal leadership and operations.

## ✓ **Reliable and Timely**

Residents should be able to rely on Town communications as a trusted source of accurate and up-to-date information.

## ✓ **Community Focused**

Communications should reflect the needs, interests, and priorities of the Middleton community.

## ✓ **Respectful and Professional**

Municipal communications must remain neutral, factual, respectful, and professional.

## ✓ **Consistent and Recognizable**

The Town will maintain a consistent visual identity, messaging style, and tone across communication platforms.

# COMMUNICATION PRIORITIES

## 1 **Improve Public Understanding**

Residents should have access to information about:

- Municipal services
- Infrastructure projects
- Council decisions
- Policies and processes
- Community initiatives

## 2 **Increase Community Awareness and Engagement**

The Town will create further opportunities for residents to stay informed and participate in community life.

## 3 **Strengthen Public Trust**

Transparent and proactive communication helps strengthen confidence in local government. Success will look like:

- Residents feel informed
- Information is easier to access
- Fewer misunderstandings occur online
- Greater confidence in Town communications

## 4 **Promote Middleton as a Welcoming Community**

Communications should showcase the people, places, events, and experiences that make Middleton unique.

## 5 **Improve Emergency and Service Disruption Communications**

During emergencies or service disruptions, residents need clear and reliable information.

# WHO WE COMMUNICATE WITH

The Town communicates with a variety of audiences that access information in different ways.

Audience	Primary Communication Channels
<b>Residents</b>	Website, Facebook, Email, Print Materials
<b>Businesses</b>	Website, Direct Communications, Email
<b>Community Groups &amp; Volunteers</b>	Social Media, Email, Partnerships
<b>Visitors &amp; Tourists</b>	Website, Tourism Content, Online Search
<b>Potential Residents &amp; Investors</b>	Website, Regional Networks, Online Search
<b>Media</b>	News Releases, Website, Direct Contact
<b>Regional Partners</b>	Direct Communication, Website, Networks

“ Understanding how audiences access information helps ensure communication efforts are more effective and accessible. ”

# COMMUNICATION CHANNELS

The Town uses a variety of communication tools to share information with the public.



## Website

The Town website serves as the primary source for official municipal information, including:

- Public notices
- Project updates
- Council information
- Public documents
- Event information
- Emergency updates
- Town news



## Social Media

Social media platforms help:

- Share timely updates
- Promote community events
- Increase awareness of initiatives
- Direct residents to official information sources



## Email Newsletters

Email newsletters provide:

- Community updates
- Event information
- Important notices and service updates



## Print Materials

Print communication tools continue to support residents through:

- Posters & Signage
- Brochures
- Community notices
- Newsletters



## Media and Community Partnerships

Regional media outlets and community partners help extend the reach of Town Communications.

# OUR VOICE AND STYLE

## The Town's communication style should feel:



Clear



Approachable



Professional



Neutral



Community-minded



Respectful

## Content Types

Town communications may include:

- Municipal notices and updates
- Infrastructure and project updates
- Council information and highlights
- Town events and programming
- Emergency notifications
- Public engagement opportunities
- Educational and informational content



**All communications should maintain a tone that is clear, professional, neutral and community-minded.**



# BUILDING COMMUNITY ENGAGEMENT

The Town of Middleton values respectful and constructive engagement with residents and stakeholders.

Residents should feel informed, heard, and connected to municipal decision-making and community initiatives.

## Community Engagement Approaches

The Town may continue using:

- Public Surveys
- Community engagement sessions
- Event participation
- Direct communication through Town Hall
- Public information sharing online

## Respectful Communication Standards

To support productive engagement:

- Official information should come from official Town channels
- Staff will not engage in debates in unofficial online groups
- Communication should remain respectful and factual
- Questions and concerns should be directed through official channels whenever possible

 **Community engagement helps build stronger relationships between the Town and the people it serves.** 

# ACCESSIBILITY AND INCLUSIVITY

The Town of Middleton is committed to ensuring municipal communications are accessible and inclusive.

## Accessibility Priorities

- ✓ Plain language and communication
- ✓ Readable and accessible design
- ✓ Strong colour contrast and formatting
- ✓ Multiple communication formats
- ✓ Sharing information across multiple platforms
- ✓ Providing reasonable accommodation requests where feasible

## Accessibility Communication Includes:

- Clear headings and layouts
- Easy-to-read fonts and graphics
- Avoiding overly technical language
- Providing information in multiple formats when appropriate
- Considering accessibility during communication planning

The Town of Middleton recognizes that residents access information in different ways and communication approaches should reflect this. 13

# LOOKING AHEAD

This Communication Strategy is intended to evolve alongside the community.

As communication tools, technologies, and community needs continue to change, the Town will review and update communication approaches to ensure information remains accessible, relevant, and effective.

Successful implementation of this strategy will require ongoing collaboration between staff, Council, residents, and community partners.

By continuing to prioritize transparency, accessibility, and community connection, the Town of Middleton can strengthen public trust and foster a more informed and engaged community.

**“ Strong communication is not just about sharing information - it is about building relationships, fostering trust, and supporting a vibrant, informed, and engaged community. ”**

**REQUEST FOR DECISION**  
**Supplementary Capital Project at Pool**  
**RFD#: 032-2026**



---

**To:** Town Council  
**From:** Ashley Crocker, CAO  
**Date:** April 20, 2026, May 4, 2026 and May 19, 2026  
**Subject:** Shade Structure Supplementary Capital Project at Pool

---

**Guiding Principles for Decision-Making**

**Accountability    Transparency    Diversity    Sustainability    Engaged    Informed**

References/Attachments

- Capital project sheet 26-13
- Rotary Club project proposal
- Pool Sun Shelter Quote

Legislation

- N/A

Recommendation

That Town Council approve ~~a supplemental budget of \$6,311 (before HST) for the installation of a sunshade structure at the Middleton Pool~~ the Town assuming responsibility for the maintenance and repair of the Sunshade Structure at the Pool, if required.

Background

The Middleton Outdoor Pool is a well-used community asset, particularly during the summer months when swimming lessons and public swimming are in high demand. In recent seasons, residents have raised concerns regarding the lack of adequate shade in the pool viewing and seating areas.

Swimming lesson programs typically run in two-week blocks, with participants attending daily sessions five days per week. During these times, parents and guardians are often required or choose to remain on-site, most seated in the bleacher area while lessons are in progress. As a result, many individuals are exposed to direct sunlight for extended periods.

The absence of shaded areas has led to concerns related to comfort, sun exposure, and overall user experience at the facility. This issue has been identified through informal feedback from residents and represents a potential barrier to accessibility and enjoyment of the pool amenities.

**REQUEST FOR DECISION**  
**Supplementary Capital Project at Pool**  
**RFD#: 032-2026**



Staff were notified on March 19, 2026 that the Rotary Club of Middleton has expressed interest in constructing a sunshade structure on the pool property to improve comfort levels for users of the facility, particularly those utilizing the spectator seating area.

Even though this project is being funded by the Rotary Club, it is a capital project taking place on Town property and must be approved by Council. The project was not approved in the 2026-2027 capital budget, so a supplementary budget must be approved by the Council. The capital asset will need to be added to the Town's financial records, as well as added to the Town's insurance policy.

Staff discussed the project with the Town's insurance broker, given the project is being completed on Town property by a group of volunteers. The Town's insurance company requires that the Rotary Club of Middleton provides a Certificate of Insurance where the Town of Middleton is listed as additional insured. This has not yet been provided to the Town, but the Rotary Club has requested it from their insurance company.

The Rotary Club will also apply for a building permit on the Town's behalf which must be approved before construction begins.

The Rotary Club has agreed to take on responsibility for asset replacement at end of life, responsibility for repairs in the event of damage, and responsibility for ongoing maintenance.

On Friday May 15<sup>th</sup> staff met with two Rotary Club members (Bryson Crowell and Jim Balcom) to discuss two items:

- 1) **The insurance certificate** - the Rotary Club's insurance company has advised that they do not, and will not, provide a certificate of insurance, naming the Town as an additional insured. Staff are still waiting to hear back from the Town's insurance company on a path forward. A potential mitigation that was discussed is having the structure built off-site and town staff responsible for the final erection stage.
- 2) **Responsibility for asset replacement, repairs, and ongoing maintenance** - the Rotary Club's insurance company also advised against entering into any agreement that puts the club responsible for future liabilities such as asset replacement, repairs, and ongoing maintenance. The Rotary Club is still willing, in principle, to fix the structure if it becomes damaged or needs repair. However, with nothing in writing, the Town should be prepared to take on responsibility for the shade structure if it needs to be repaired or maintained. If it is severely damaged for some reason, like vandalism, the Town could choose not to fix the structure and just remove it.

Staff are bringing forward this RFD again for Council's consideration due to some of the recent changes that have taken place.

**REQUEST FOR DECISION**  
**Supplementary Capital Project at Pool**  
**RFD#: 032-2026**



Financial Implications

The Rotary Club of Middleton is donating the materials for the sunshade and its construction. The financial implication for the town will be the site preparation, estimated to be \$3,278, funded by general operating. An additional consideration for council is the insurance costs estimated to be \$29 per year.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	
X	Community	
	Governance	
	Council Strategic Initiative	

Alternatives

1. Council could choose to take no action at this time.
2. Council could approve the purchase and seasonal installation of temporary shade solutions such as commercial-grade umbrellas or pop-up tents.
- ~~3. Council could direct staff to request that Rotary Club enter into an agreement to maintain the structure for a period of time, reducing the financial burden on the town.~~

Community Engagement/Communication

The Rotary Club met with the Pool Society to discuss the project during the week of April 6-10.

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: May 19, 2026



**Project Name:** Sun Shade Structure at Pool

**Project #** 26-13

**Department:** Buildings      **Unit:** Town      **Asset Class** Recreation equipment

**Type of Asset:** New      **Reason:** Community quality of life      **Expected Useful Life:** 5 years

**Project Description:** Sun shade installation at the pool

**Need for Project:** The Pool is a well-used community asset, particularly during the summer months when swimming lessons & public swims are in high demand. Residents have raised concerns regarding the lack of adequate shade in the pool viewing & seating areas.

**Project Funding:** Grant from Rotary Club for Structure and Install itself. Town to cover groundworks cost of \$3,278 funded from General Operating.

**Carry-over Project** n/a

**Additional Operating Expense** Annual insurance costs of \$29

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31		Total
Operating Expenses	-	-	-	29	30	32	34	35	160	160
Interest expense	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	1,262	1,262	1,262	1,262	1,262	6,311	6,311
Loan principal	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Impact</b>	-	-	-	1,291	1,293	1,294	1,296	1,297	6,471	6,471
Capital Budget:	3/31/2025	2025/26	3/31/2026	2026/27	2027/28	2028/29	2029/30	2030/31	Total	Project
Capital cost	-	-	-	6,311	-	-	-	-	6,311	6,311
Funding:										-
Operating	-	-	-	3,278	-	-	-	-	3,278	3,278
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	3,033	-	-	-	-	3,033	3,033
<b>Total funding</b>	-	-	-	6,311	-	-	-	-	6,311	6,311



# Middleton Pool Shade Project

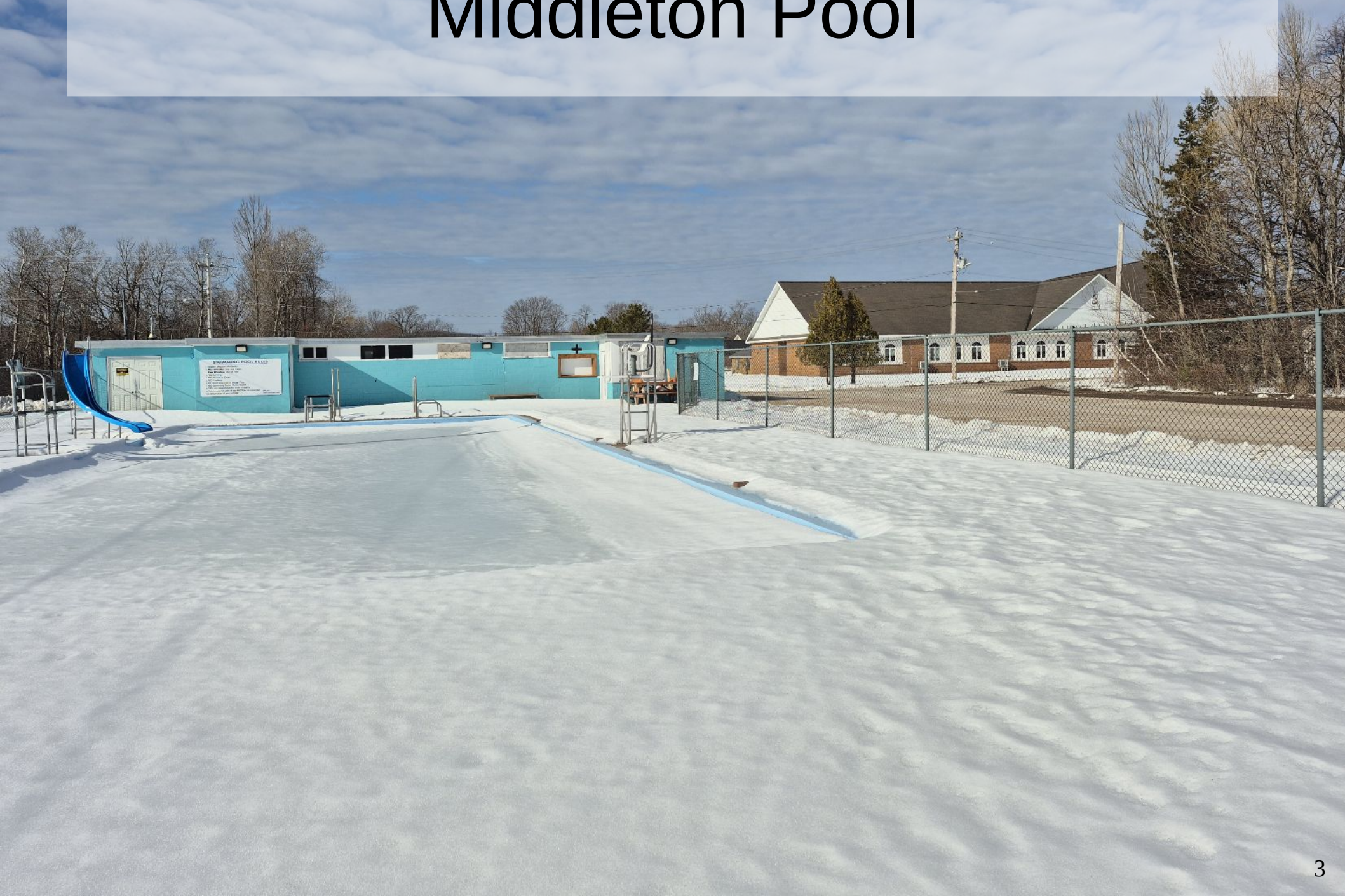
A Potential Rotary Club of  
Middleton project

# The Problem

- Many residents have identified the lack of shade as an issue at the Middleton Pool
- Background: When kids have signed up for swimming lessons, parents wait on the bleachers 5 days/week for 2 weeks per lesson block.



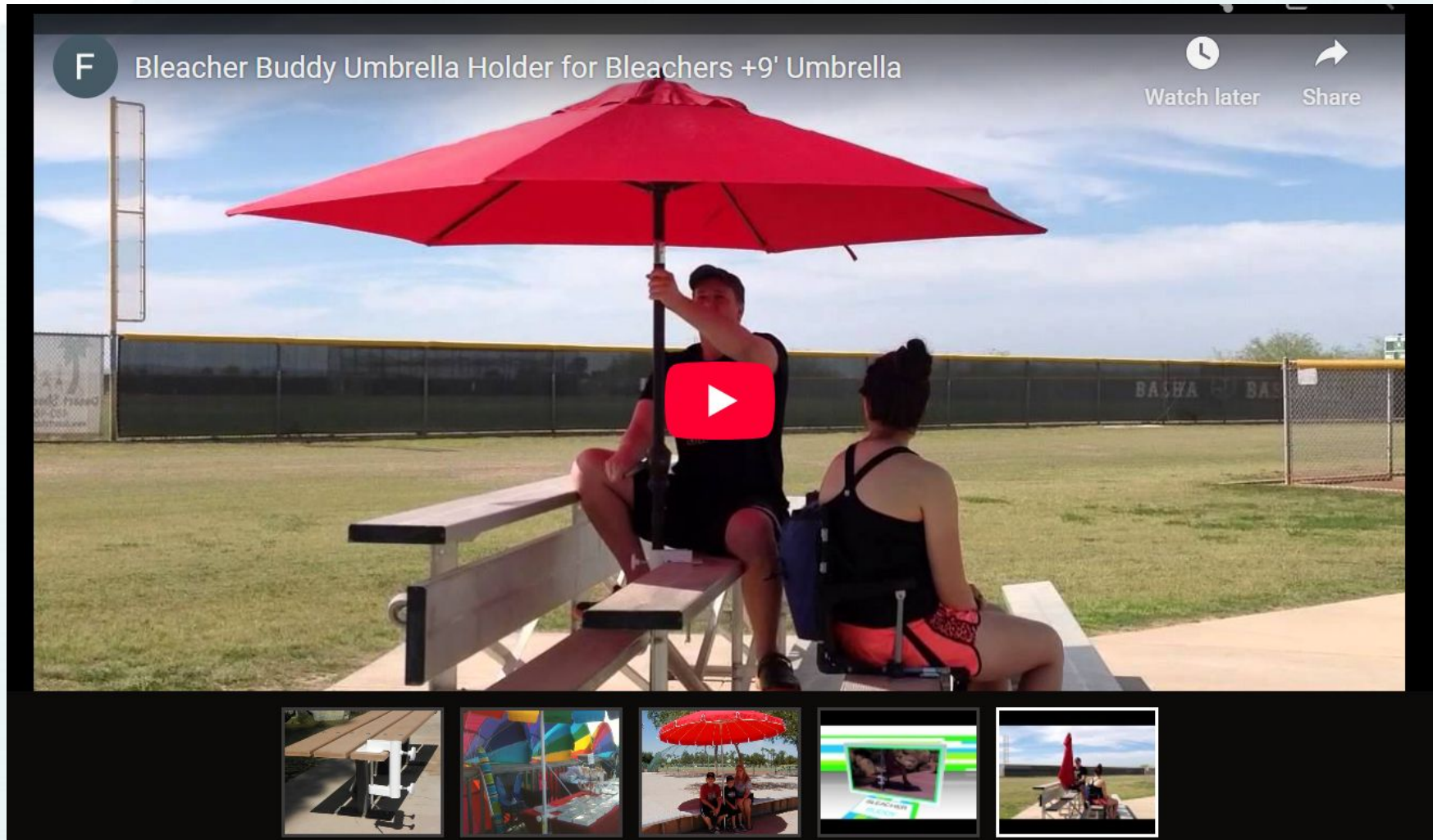
# Middleton Pool



# Middleton Pool



# Shade Option #1 – Bleacher Umbrellas



# Bleacher Umbrellas



- Pros: Cheapest option; easiest implementation; less vulnerable to vandalism or bad weather
- Cons: Increased workload for pool staff, relying on others to implement it correctly and respect the property



# Option #2: Shade Structures



 Kay Park  
Sunshade Structures for 8 & 10 Row 2...



 Creative Shade Solutions  
Bleacher Shade Structure Options ...



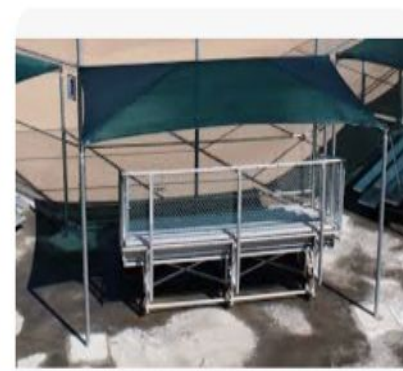
 Summit Supply  
5 ROW BLEACHER SU...



 Anthem Sports  
Apollo Bleacher Shade C...



 Shade Comforts  
Bleacher-Shade-Cover-Barrel-Roof



# Shade Structures



 World of Awnings and Canopies  
Shade Structures – World of Awnings and ...



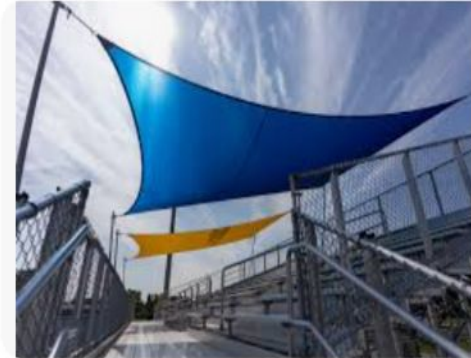
 Shade Sails Canada  
Patio with Sun Shade Sails ...



 Adventure Playground Systems  
Shade For Athletic Facilities ...



 Shade Comforts  
Bleacher-Shade-Cover-Barrel-Roof



# Shade Structures

- Considerations:
  - Semi-permanent
  - Medium expense
  - Hurricane-proof?
  - Vandal-proof?



# Option #3 - Gazebo-style



Q PRO English



**\$2,899.00** ~~\$3,299.00~~ Save \$400.00 (12%)

Free Shipping

From **\$261.66**/mo with [shopPay](#) [View sample plans](#)

Free Shipping | [Check Arrival Dates](#)

Available Sizes

Barrington 14ft x 10ft Gazebo

Features

- All-Weather Durability: Pro-Tect™ tested to withstand up to 3,447 kilograms or up to 76 centimetres of snow

Chat with us, we are online!



# Gazebo-style



- Considerations:
  - More permanent
  - Rotarians can swing their hammers to make it happen



# The End



## *25th anniversary*

A ceremony was held June 27 to commemorate the 25 years which have passed since the opening of Middleton's swimming pool. The work done by the original members of the pool's board and organizers, most of whom attended, was recognized. Shown cutting the ribbon, along with many of the original members is Judge Ken Crowell, first chairman of the board.

(Gillis)





Allen's Home Building Centre  
 166 Commercial Street  
 Middleton Nova Scotia B0S 1P0  
 Phone: (902)825-4854

brandon@awallen.com <https://www.homehardware.ca/en/store/30990>

**Estimate Supplied For:**  
 Rotary Club  
 Rotary Club

**Estimator:** Brandon Wrigley  
**Salesperson:** (1)  
**Estimate Date:** March 13, 2026  
**Valid To:** April 12, 2026  
**Reference:**

Estimate # 115592

Shade Cover

Page 1 of 2

Component	Description	Total
<b>8x16 Pool Shelter</b>		
<b>Floor, Posts, and Beams</b>		
Floor Rim	2X6X16 PT BROWN	
Floor Joists	2X6X8 PT BROWN	
Decking	5/4X6X16 PT BROWN	
Back Post	4X4X12 PT BROWN	
Front Post	6X6X10 PT BROWN	
Post-Beam Connectors	CNCTR,POST/BEAM G185 18GA	
Post-Beam Connectors	CAP,POST ADJ G185 LPC6Z 6X6"	
Beams	2X10X16 PT BROWN	
		<i>Subtotal</i> <b>\$1,066.66</b>
<b>Roof</b>		
Truss Package		
Roof Sheathing	1/2" OSB 15/32" 4X8	
Sheathing Clips	CLIPS,ROOF 50/BAG 20GA 1/2"	
Starter Strip	4" WHITE ROOF STARTER 10' ALUM	
Underlay	UNDERLAY,PROTEC 120 4X250'	
Starter Shingles	STARTER SHINGLES 21/BLD 69'LF	
Shingles	MYSTIQUE 30Y 2-TONE BLACK	
Hip & Ridge Shingle	MONT BLANC CAP 2 TONE BLACK	
		<i>Subtotal</i> <b>\$1,197.64</b>
<b>Fasteners</b>		
1 1/2" ELECTRO ROOFERS		
Fastener - Framing	31/4" BRT DH STRIP SMOOTH 34DE	
Fastener - Wall Sheathin	23/8" BRT DH STRIP SMOOTH 34DE	

With the exception of lumber and plywood, prices quoted are good for 30 days. Due to extreme volatility in commodity markets lumber and plywood prices are subject to change without notice. This is an estimate only. The owner/builder is responsible to verify materials type and quantity will be adequate to complete the job. We regret any inconvenience this may cause.

<b>Component</b>	<b>Description</b>	<b>Total</b>
Fastener - Staples	STAPLS 4/T50,1250 T-506 3/8	
		<i>Subtotal</i> <b>\$96.14</b>
	<b>Engineering</b>	
	Tie Down Allowance	
	Forms 4 & 8	
	Subtotal:	\$3,033.22
	HST	\$424.65
	<b>Grand Total:</b>	<b>\$3,457.87</b>

With the exception of lumber and plywood, prices quoted are good for 30 days. Due to extreme volatility in commodity markets lumber and plywood prices are subject to change without notice. This is an estimate only. The owner/builder is responsible to verify materials type and quantity will be adequate to complete the job. We regret any inconvenience this may cause.

## COUNCIL'S STRATEGIC INITIATIVES

#	STRATEGIC INITIATIVE	UPDATE
1	Perform an assessment of policing services within the Town of Middleton	<ul style="list-style-type: none"> <li>Staff to investigate options for the assessment, considering the new policing standards just announced by the province</li> <li>Staff met with the Minister of Justice and staff and Council attended Police Advisory Board (PAB) training which gave some insights on how to improve community safety in Middleton</li> <li>Request to dissolve Joint PAB with Annapolis County was approved by the Minister of Justice</li> <li><b>New Town PAB is established and met on May 7th, the PAB also set policing priorities for 2026</b></li> </ul>
2	Explore the construction of a multi-faceted facility for municipal services	<ul style="list-style-type: none"> <li>Staff have explored three different grant programs to help fund the new Community Centre Fill Hall</li> <li>The CCFHC instructed staff to explore a phased approach with JOST and the low bidder.</li> <li>Received phased approach. Exploring funding options.</li> <li>Staff to compile information for design/build RFP</li> </ul>
3	Create a plan for replacing road and sidewalk infrastructure in priority areas	<ul style="list-style-type: none"> <li>Staff have compiled information on roads and assessed and prioritized each road and sidewalk.</li> <li>Staff have completed a preliminary list of roads and road condition rating. Other indicators for consideration of road priority need to be assessed before a report comes to Council. Consultants may be required for some of this work.</li> </ul>
4	Create a plan for upgrading water infrastructure in priority areas	<ul style="list-style-type: none"> <li>Staff to compile information on water infrastructure</li> </ul>
5	Finish the new reservoir including the decommissioning of the old reservoir	<ul style="list-style-type: none"> <li>UARB approved the project on Aug 2/24</li> <li>Contract was publicly tendered and awarded to Roscoe Construction on Aug 6/24</li> <li>Reservoir tank generated ~\$155K in tariffs at the border – staff working on getting an exemption</li> <li><b>Tender is out for old reservoir decommissioning</b></li> <li><b>Tank is filled, computers and valves are all installed, pumps still need to be swapped out. Modifications still needed to Booster Station on Gates Mtn Road, then the final walk through and testing of new reservoir.</b></li> </ul>

# Management Report

May 19, 2026



#	STRATEGIC INITIATIVE	UPDATE
6	<p><b>Create a growth plan that promotes housing and population growth, as well as economic development</b></p>	<ul style="list-style-type: none"> <li>• Draft Secondary Plan was completed but not yet approved by Council (in addition to the corresponding MPS/LUB amendments)</li> <li>• Apr 15/25 – PAC held a public hearing</li> <li>• PAC Meeting held on Jan 12/26 with Council recommendation</li> <li>• Jan 19/26 Council meeting, staff directed to work with developer on a different approach</li> <li>• <b>BCP working on increasing density in the Northlands of Town by proposing amendments to the Town’s Municipal Planning Strategy and Land Use Bylaw – this involves a review of the draft Secondary Plan, conducting additional public engagement, and working with Parsons Investments</b></li> <li>• <b>Developer has submitted a high-level plan and met with planning staff on Apr 13/26</b></li> <li>• <b>Developer to submit a Development Agreement application, as suggested by staff</b></li> </ul>
7	<p><b>Create a communications strategy that enhances public communication and transparency</b></p>	<ul style="list-style-type: none"> <li>• New website is now live, staff still need to perform a review of the website and obtain more pictures (this summer)</li> <li>• <b>External Communications Strategy was approved by Council on May 4, 2026</b></li> <li>• <b>Workplan presented to Council on May 19<sup>th</sup></b></li> <li>• <b>Communications Strategy snapshot presented to Council on May 19<sup>th</sup></b></li> <li>• <b>Cross-training on website maintenance is complete</b></li> </ul>
8	<p><b>Increase recreational programming and social events to the public</b></p>	<ul style="list-style-type: none"> <li>• New Shad Derby (May 2025 and 2026)</li> <li>• New summer events for families and children (July – August 2025)</li> <li>• New Titan Training started in 2025 and continues over the winter at AEES</li> <li>• New Drop-in Open Gym and Judo for AEES students and their families starting in January 2026</li> <li>• Staff applied for a grant to put on an event called “Seasoned Together” - an intergenerational, nutrition-focused initiative designed to bring older adults and youth together through the joy of cooking, creativity, and shared food.</li> <li>• Grant application was approved – staff are in the planning stages!</li> </ul>

## OPERATIONAL UPDATES

ADMINISTRATION		
Completed	In Progress	Issues
<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Robert MacFadyen was the successful candidate for the temporary Equipment Operator/Labourer position</li> <li>Non-union staff goal setting</li> </ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Recruitment for summer Recreation Coordinator and Parks Maintenance Worker</li> </ul>	<p><b>Staffing:</b></p>
<p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>Communications Strategy has been approved</li> <li>The Communications Strategy Snapshot and Draft Workplan is completed and going to Council on May 19<sup>th</sup></li> <li>Kick-off meeting with DeWolfe and Morse for Climate Risk Assessment</li> <li>Explored training for staff and Council on Inclusion, Diversity, Equity and Accessibility</li> </ul>	<p><b>Project Work:</b></p> <ul style="list-style-type: none"> <li>Options for Town Hall – received a draft report from Palmer and Doherty</li> <li>Operating Plan for 2026-27</li> <li>Planning and preparation for June 13<sup>th</sup> Special By-Election is underway</li> <li>Rotary Club project for shade structure at pool</li> <li>Contract for Climate Risk Assessment</li> <li>Contract for Code of Conduct Investigator</li> </ul>	<p><b>Project Work:</b></p>
<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Joint Council meeting held on April 27<sup>th</sup></li> <li>Attended three sessions on Mental Health in Municipal Leadership</li> <li>Met with County staff on Brooklyn Road agreement – new draft being worked on</li> <li>Attended NSFM conference April 30<sup>th</sup> – May 1<sup>st</sup></li> </ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Management team reviewing priorities and policies</li> <li>Staff will be working with Pool Society on cameras at the pool</li> </ul>	<p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>Affordability Study of keeping certain assets and services should be completed</li> </ul>

## FINANCE

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>• Operating results to end of February</li> <li>• Effective January 5, 2026, water deposits are being collected on all new accounts and change of ownership</li> <li>• Interim tax bills were issued on time</li> <li>• March 2026 Bank Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• April 2026 Bank Reconciliation</li> <li>• Year-end adjustments and finalization of workbooks</li> <li>• Working on updating Finance policies for Tax Sales and Tax Collection Procedures</li> <li>• Review of Finance-related polices to determine which ones require updating or complete removal</li> <li>• Tax sale title searches complete, proceeding with next steps</li> <li>• Fine-tuning job descriptions for finance staff</li> <li>• Preparing for Audit</li> <li>• First Audit Committee meeting scheduled for later this month</li> </ul>	

## RECREATION and EVENTS

Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>• Senior Walking at CORAH has wrapped up until the Fall</li> <li>• Washrooms at Rotary Park are open</li> <li>• The sign at the Wetland Park is up</li> <li>• Portable toilets are at Riverside and the Wetland trail</li> <li>• Four (4) benches have been installed at the Wetland trail</li> </ul>	<ul style="list-style-type: none"> <li>• Fitness programs continue</li> <li>• Open Gym/Open Judo continues to be well received at AEES</li> <li>• Planning for the 2<sup>nd</sup> Annual Middleton Shad Derby is well underway for May 23<sup>rd</sup></li> <li>• Nova Scotia Walks Day guided walk at the Wetland Trail took place on May 13<sup>th</sup></li> <li>• Registration for Century Ride and Heart Run are now open</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism and theft continue to be a problem</li> <li>• Continues to be concerns about lack of shelter - Open Arms is in the area and comes by weekly to check on the situation. With the nicer weather there is an increase of people “around” but no tents have been spotted yet.</li> <li>• People are putting inappropriate things in the battery recycle box if this continues, we will reconsider being a drop-off location</li> </ul>

PLANNING		
Completed	In Progress	Issues
<ul style="list-style-type: none"> <li>2 Building Permits Issued for 2026-2027 YTD</li> </ul>	<ul style="list-style-type: none"> <li>22 properties left to conduct Fire Inspections</li> </ul>	
<ul style="list-style-type: none"> <li>Subdivision plans have been approved</li> <li>PIM held on February 19<sup>th</sup></li> <li>PAC met April 13<sup>th</sup> and recommended Council give 1<sup>st</sup> Reading</li> </ul>	<ul style="list-style-type: none"> <li>Staff received an application to allow 27-33 affordable units on provincially owned land. The proposed development will be accessed from Magee Drive.</li> <li>Public Hearing and Second Reading scheduled for May 19<sup>th</sup> starting at 5:30pm at the Middleton Fire Hall</li> </ul>	
<ul style="list-style-type: none"> <li>PAC met Jan 12/26, to discuss the Northlands Secondary Planning Strategy. The road network raised concerns from both the PAC and the developer.</li> <li>PAC and Council discussed options for next steps</li> <li>Plan submitted by developer &amp; meeting held with staff on Apr 13<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>Staff are working to increase density in the Northlands of Town by proposing amendments to the Town's Municipal Planning Strategy and Land Use Bylaw – this involves a review of the draft Secondary Plan, conducting additional public engagement, and working with Parsons Investments</li> <li>Staff recommends that Parsons Investments Ltd. submit an application for a Development Agreement</li> </ul>	
<ul style="list-style-type: none"> <li>PIM held on February 19<sup>th</sup></li> <li>PAC met April 13<sup>th</sup> and recommended Council give 1<sup>st</sup> Reading</li> <li>Council gave 1<sup>st</sup> Reading on April 20<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>Staff received an application for lands at 18 King Street to redesignate and rezone the property to extend the Bruce Auto Group dealership parking lot</li> <li>Public Hearing and Second Reading scheduled for May 19<sup>th</sup> starting at 5:30pm at the Middleton Fire Hall</li> </ul>	

## PUBLIC WORKS and PARKS

Completed	In Progress	Issues
<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Removed waste material pile from Public works yard</li> <li>Repaired lawns and shoulders of road from plow damage</li> <li>Repaired washroom at Rotary</li> </ul>	<p><b><u>General Public Works:</u></b></p> <ul style="list-style-type: none"> <li>Mowing</li> <li>Sanding/painting garbage cans</li> <li>Painting lines and ball fields</li> <li>Opening Centennial Park washrooms</li> </ul>	<p><b><u>General Public Works:</u></b></p>
<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Fixed trackless pins</li> <li>Removed plow from F250</li> <li>Safety inspection completed on dump truck</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p> <ul style="list-style-type: none"> <li>Safety inspection and repairs to 5500 Ram Truck</li> <li>Ordered new flails for flail mower</li> <li>Repairs to recreation lawn mowers is underway</li> </ul>	<p><b><u>Public Works Equipment:</u></b></p>
<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Sweeping streets</li> <li>Repairs to lawns and road shoulders from damage by plow</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Sweeping downtown and bridge over night</li> <li>Painting lines</li> <li>Asphalt tender</li> </ul>	<p><b><u>Roads, Streets, Sidewalks:</u></b></p> <ul style="list-style-type: none"> <li>Potholes are starting to form – asphalt plant is not opening until after May long weekend</li> </ul>
<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Replaced meter read buttons at 6 homes</li> <li>New reservoir has been filled and chlorinated</li> <li>Replacement valves received for New Reservoir</li> <li>PCL and SCADA done at reservoir</li> <li>Chlorine dispenser paddle replaced</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>New Chlorine rebuild kit at pump house</li> <li>Booster station switch-over from old reservoir to new</li> <li>Tariff relief not yet received</li> <li>Repairing broken meters</li> <li>Switching out 20hp motors for 15hp motors at new reservoir</li> <li>Old reservoir decommissioning out for tender</li> </ul>	<p><b><u>Water &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Well 3 cleaning getting deferred to 2026 when new reservoir is up and running</li> </ul>
<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Cleaned North Street lift Station</li> <li>Repaired fence at STP</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p> <ul style="list-style-type: none"> <li>Hydrovac of lines that cause issues</li> </ul>	<p><b><u>Wastewater &amp; Equipment</u></b></p>

## FIRE DEPARTMENT

Completed	In Progress	Issues
<ul style="list-style-type: none"><li>• Monthly Truck Inspection</li><li>• Arrival of the new 3500 GMC Utility Truck</li><li>• Attended Police Day at Rotary Park</li><li>• Monthly Society Business Meeting</li><li>• Monthly MFR training</li><li>• Attended a debriefing meeting in Bridgetown on the Long Lake Wildfire</li><li>• Held an open house for the community on wildfire awareness</li><li>• Eight (8) members attended a Life Flight Landing Zone course</li><li>• Two (2) members completed their full medical, first responder program</li><li>• SCBA training</li><li>• Wildland practical training</li><li>• Five (5) members attended an MFR symposium at the Old Orchard Inn</li></ul>	<ul style="list-style-type: none"><li>• Level 1 training still going well</li><li>• Tender was released for the new pumper/tanker, due May 22<sup>nd</sup></li><li>• Fundraiser chicken BBQ coming up on May 29<sup>th</sup></li></ul>	

**Incident Summary**  
**From Apr 1 26 to Apr 30 26**

<b>Date/No.</b>	<b>Address/Type</b>	<b>Minutes</b>	<b>Responders</b>	<b>Injuries</b>	<b>Fatalities</b>
Apr 3 26 11:53:43 26-02591	7 Estate Ln, MIDDLETON <b>Smoke Condition</b>	50	0		
Apr 4 26 16:56:26 26-02631	83 Victoria St, MIDDLETON <b>Residential Fire Alarm</b>	21	0		
Apr 5 26 20:02:28 26-02667	1984 Lily Lake Rd, VICTORIA VALE <b>Structure - Residential; house / garage /shed</b>	55	0		
Apr 10 26 20:21:59 26-02837	13618 Highway 1, WILMOT <b>Grass / brush</b>	13	0		
Apr 20 26 19:42:38 26-03141	130 Sunset Cres, MIDDLETON <b>Smoke Condition</b>	37	0		
Apr 26 26 15:53:23 26-03298a	14536 Highway 1, WILMOT <b>Mutual Aid to the Scene</b>	85	0	Assistance to 26-03298	
Apr 27 26 11:26:27 26-03320	394 Main St, MIDDLETON <b>Commercial Fire Alarm</b>	1	0		
<hr/>					
7 incidents for	Middleton	4 hrs 22 mins	0		
<hr/>					
		4 hrs 22 mins	0		



**DRAFT Minutes of the Regional Emergency Management Advisory Committee Meeting  
Wednesday, April 8, 2026, held at the County of Annapolis Municipal Building**

**PRESENT:**

Councillor Sybil Skinner-Robertson (Chair) via TEAMS; Councillor Lynn Longmire (Vice-Chair); Councillor Dan Smith; Councillor Lynn Myers;

**ALSO PRESENT:**

REMC Brian Orde; REMC Alt/Fire Services Coordinator Jennifer Daniels; CAO Sandi Millett-Campbell, Town of Annapolis Royal; Recorder Tina Halliday; Manager of Protective Services Sean Amos; Deputy CAO Sarah Kucharski, DEM Sara Ede

**REGRETS:** Councillor Brian (Fuzzy) Connell; CAO Rob Frost, County of Annapolis, Deputy Mayor/Councillor Gary Marshall; CAO Ashley Crocker, Town of Middleton

**1. Call to Order**

Meeting called to order at 6:30pm by REMC

**2. Selection of Chair, led by REMC**

Nominations for Chair	Sybil Skinner-Robertson	Nomination Accepted
Moved	Councillor Longmire	
Seconded	Councillor Myers	
Motion passed		

**3. Selection of Vice-Chair, led by Chair**

Nominations for Vice-Chair:	Lynn Longmire	Nomination Accepted
Moved	Councillor Myers	
Seconded	Councillor Smith	
Motion passed		

**4. Adoption of Agenda**

Approved

**5. Approval of Minutes- January 15<sup>th</sup>, 2026**

Approved as presented

**6. Business Arising from the Minutes**

**a. MOA- Kings Transit Update (Changed name to Tidal Transit)**

The memorandum of agreement has been approved by all three councils and signed by CAO's.

**7. New Business**

**a. 2026-27 REMO Budget**



Very similar to last year- difference of no intern position this year. The budget looks a bit inflated because of the municipal portion of the REMO Readiness Grant. As well, a decrease this year as the REMO intern position was taken out. This is the first of four years of funding for this grant. See attached sheet for budget.

**b. Planning & Preparedness**

REMC office has moved locations to a larger office space downstairs that will also work as an Emergency Coordination Centre if activated again. There is also a new meeting space just down the hall that can be used during activations as well.

A REMO Planning Committee meeting was held on February 25<sup>th</sup>, 2026, with presentations from Jonathan Gillis, the Annapolis County Navigator as well as a presentation by Emergency Management Coordinator, Erica Marsh from NSCC to talk about their new Public Safety Program.

REMO updates:

- working on drafting a new EM Debris/Waste Management plan with Valley Waste
- working on an ECC Activation SOP and guidelines
- working on appropriate levels of staffing for future emergency events
- REMO plan will have to be updated as well to account for new standards, bylaw, Inter- Municipal Emergency Services Agreement (IMSA)
- Vulnerable Persons Registry (VPR) - province still working on that program which will provide tools for municipalities to use to allow for consistency across the province.
- Long term care- these facilities are working on templates with the province for them to use. The REMC has been helping review and also participates as an observer in their drills and exercises when requested.

Participated in a couple of advisory group meetings:

- Brian attended an event about NSCC Battery Energy Storage Systems- looking at stationary and mobile battery energy storage systems at their campuses across the province.
- Jennifer attended a Focus Group meeting organized by the Southwest Nova Biosphere for forest fire prevention- There were representatives from different agencies such as Department of Natural Resources, Keji, Tobeatic Wilderness group, REMO, NSCC and our GIS representatives were there from the county to do a presentation. Annapolis REMO was invited because the county expands into both Keji and the Tobeatic areas. There was a good discussion on the GIS mapping methods around access and terrain, especially with the Tobeatic area as it tends to



attract advanced hikers. There are not a lot of roads in the area so there is concern about emergency services having access. They talked about forest fires and mitigation and how to best convey that information to the public and proactive ways to address this.

**c. REMO Regional Emergency Readiness Grant**

REMO application was successful and funds will be used for two main projects:

- *Project A-* Generator for back-up server and Animal Care Facility (ACF). The goal is to ensure reliable power at the ACF to maintain backup for municipal systems, I.T. back-up server, continuity of emergency services and safe animal sheltering during outages. Includes: generator, propane tanks, installation expenses.
- *Project B-* Upgrade and equip the Emergency Coordination Centres (ECC's) to meet provincial standards, improve communication and situational awareness, and support sustained operations during emergencies. Includes: owl camera, cell boosters, Wi-Fi routers, VOIP phones, TV's, whiteboards, projectors, tables, Starlink etc.

**d. Training & Exercise**

Currently working on updating existing training database to assess ECC staffing requirements in case of activation.

Upcoming training:

- Basic Emergency Management (BEM) course- April 29 with another one in the fall for staff and council members.
- ICS200- May 27<sup>th</sup> and 28<sup>th</sup>
- ICS300- Fall 2026 (6 months between ICS 200 & 300)
- Emergency Coordination Centres (ECC)- June 17<sup>th</sup>
- An exercise is not likely until fall sometime, once some training has been completed.

**e. Comfort Centres**

February 10<sup>th</sup>, REMC, Brian Orde attended the Port George Comfort Centre grand opening and provided a presentation to the attendees.

Planning to meet with West Dalhousie Community Hall soon to sign and agreement and deliver their comfort centre sign.

Also meeting with Moschelle Community Hall very soon to discuss the possibility of becoming a comfort centre.

**f. Public Information**

Facebook- up 116 members to 4461



X- down 5 followers to 1043  
Alertable- up 67 members to 2823

Suggestions that REMC attend a public meeting that the town hosts to educate more residents about Alertable and to put brochures in accessible locations including the community halls and schools. That is being looked at with future grant funds.

**ACTION-** Committee members please continue to promote Annapolis REMO social media accounts, and the Alertable app, to increase community awareness.

**g. Community Outreach**

- Taking bookings for community presentations throughout the year so please promote the REMO Community Outreach Program.
- REMC's will be attending Wildfire Preparedness Days in Middleton and West Dalhousie on May 2<sup>nd</sup>.

**h. 2026 Wildfire Risk Season**

Official wildfire season is from March 15- October 15. Official wildfire season is from March 15- October 15. Key messages – promotion: Check Before You Burn, daily at 2:00 PM visit: <https://novascotia.ca/burnsafe/>

**i. NS DEM Update- Sara Ede**

- REMO standards are live and she's here to support everyone and is thinking she may create a guiding document to say where we are at, where we are going and how to get there.
- Vulnerable Persons Registry (VPR)- creating a guide for that and a software system that will be used across province.
- Structure Protection Units- 6 purchased and are currently at Miller Lake. They need to be registered and will be positioned across REOC's.
- Hoping to facilitate an EOC conference for June.
- Roxy Peterson has been doing lots of outreach and is willing to help this group as needed. He has been at Acadia and are looking at the school boards to facilitate.
- Consultant hired to do review- interviews are happening soon.
- CISM (Critical Incident Stress Management) team to train six more GSAR members for peer support/debriefing etc., providing more support to their volunteers. Three currently have it now. Hoping to run course in May.
- Looking for nominations for Federal Emergency Management Exemplary Service Awards.
- Sara has been coordinating with Brian for GSAR for missing fisherman in river. Kudos to him for his participation.
- Korey Isner indicated that DNR is waiting for snow to melt before sending infrared heat sensors to check for hot spots in the Long Lake fire.



- Still no office space, prospect for a new build but can't provide any more details than that. It would be an inter-agency space.

## 8. Round Table Discussion

Brian (Advisory Committee) noted that the REMO Bylaw and IMSA are due for review, and that updates are also required to align with the new REMO standards. The province has also provided suggested templates to support this process. As part of this, it was suggested that, moving forward, Mayors/Wardens be required to serve as representatives on the Advisory Committee, rather than appointing designates.

It was further noted that this approach aligns with current provincial standards and guidance and reflects how many other municipalities and REMO Advisory Committees are already structured, with elected officials serving directly on the committee to support consistency, accountability, and decision-making.

Brian also inquired about adding council overall representation from two to three members to sit on the REMAC committee. This may assist in helping to ensure for a meeting quorum.

Sandi Millett-Campbell expressed concern that having three representatives may be challenging for smaller councils and suggested that a model allowing for two representatives, with the option of a designate, may be more practical.

Sean Amos- Introduced himself as the new Manager of Protective Services at the County of Annapolis.

Lynn Longmire- When educating people to provide extra awareness, long term care facilities are required to have their own plans, but it would be great to have an educator reach out to them (management and CEO's) to help figure out some alternate plans for future emergencies. They don't know what they don't know, and they are hoping to work together to find solutions.

## 9. Next Meeting

6:30pm, Thursday, June 11<sup>th</sup>, 2026, at the Town Hall, Town of Middleton.

## 10. Adjournment

7:26pm

---

Lynn Longmire, Advisory Committee Vice-Chair  
(Meeting chair)

---

Date

---

Tina Halliday, Administrative Clerk-Corporate Services  
(Recording secretary)

April 13, 2026

Call to Order: 2:01 PM  
The meeting met quorum.

Attendance:

Mark Phillips	CAO	West Hants ( <i>virtual</i> )
Chrystal Remme	Vice Chair, Councillor, VM	West Hants ( <i>virtual</i> )
Dave Corkum	Mayor, VM	County of Kings
Andrea Hyslop	Deputy CAO	County of Kings
Michael Peters	CEO	Glooscap First Nation ( <i>virtual</i> )
Jodi MacKay	Mayor, VM	Wolfville ( <i>virtual</i> )
Glenn Horne	CAO	Wolfville ( <i>virtual</i> )
John Bartlett,	Chair, Councillor, VM	Middleton
Ashley Crocker	CAO	Middleton ( <i>virtual</i> )
Chris McNeill	CAO	Kentville ( <i>virtual</i> )
Rob Baker	Councillor, VM	Kentville
Mike Trinacty	Mayor, VM	Berwick
Jen Boyd	CAO	Berwick
James Clouthier	Board Chair	Valley REN ( <i>virtual</i> )
Lisa Villeneuve	Board Vice Chair	Valley REN
Emily Boucher	CEO	Valley REN
Jennifer Tufts	COO	Valley REN

Regrets: Mark Phillips, Councillor Chrystal Remme

1) **Call to Order**

The meeting was called to order by Councillor Bartlett at 10:06am.

2) **Approval of the Agenda – April 13, 2026**

**Mayor Corkum moved to approve the Valley REN Liaison and Oversight Committee Meeting Agenda for April 13, 2026, seconded by Mayor Trinacty. Motion Carried.**

3) **Review of the Minutes – February 9, 2025**

No changes were noted.

4) **Business Arising**

- a) **2026-2027 Approved Budget and Business Plan:** Boucher noted that the Board has formally approved a revised version of the business plan and budget. She expressed thanks to partners for their patience during the provincial funding changes. The Province is moving from providing operational funds to activity-based funds and we will be required to put forward a competitive application process. This is a significant shift from our current funding structure. The competitive process will now also be open to other non-REN areas, as well as Halifax. Therefore, the budget was revised to reflect a 50% reduction in Provincial funding (recognizing that there are unknowns until we receive confirmation of funding, so we could have a higher amount than budgeted). The Province has confirmed 3 areas of focus: Business Retention

and Expansion, business navigation and regional coordination. In our case, these are our 3 core functions which puts us in a very good position compared to other regions. Tufts reviewed the revised approved 26-27 budget. Boucher noted that we will require a revised funding structure to be sustainable and the Board has created an Emergency Taskforce sub-committee to explore and make recommendations for a revised funding structure. Boucher reviewed the revised 26-27 business plan, which has not been drastically changed, but we have tried to keep it as simple as possible. There are still some unknowns, so there is likely that more changes will be needed. Boucher discussed the immigration programming changes (shift from welcoming communities and settlement to certified consultant support – this unfortunately means that our current Immigration and Settlement Navigator position will be lost, but we will secure a certified consultant) and noted that the Connector Program has been renewed again at full cost from the Province.

- b) OPIN Innovation Sprint Report:** Boucher noted that she provided a summary report of the OPIN Innovation Sprint that was facilitated through Growth and Development. The session brought together a small group of individuals to focus on a challenge and identify solutions. Hosted at NSCC Kingstec, there were 17 representatives from key anchor employers to get input on how do we come together as a region from business perspective. The businesses who participated are interested in working together as a region. One tangible action identified was the creation of a regional economic leadership council or roundtable that would have a come together to identify how they can come together for one regional voice. Representatives present were from Eassons Transport, Acadia, NSCC, Eden Valley Poultry, Avon Valley Floral and 14 Wing Greenwood. We aim to host a roundtable session in the summer (or Fall) with Acadia and bring additional business leaders and elected officials as well.

## 5) New Business

### a) Valley REN Operational Restructuring

- i. Valley REN Board Emergency Taskforce:** Boucher noted that with the Provincial funding changes and municipal withdrawal notices, we would appreciate being provided time to work on a restructuring plan. She thanked Clouthier and Villeneuve for their leadership on the Board. The Board has set up an Emergency Taskforce sub-committee to explore other funding models to bring forward as information for municipalities. As part of the preliminary exploration, Boucher has:
- Met with the Executive Director John Perrott from the Economic Development Association of Canada, the professional certification body for economic development in Canada. He highlighted the work they have recently conducted on a state of the profession survey. He noted that we are not alone in the shifts in the understanding of economic development. The survey results should be available in May. He noted that Central Okanagan is considered a best practice nationally.
  - Boucher met with Central Okanagan's General Manager. They are divided into regional districts that work collectively on economic development, waste management, transit, etc. They are funded through tax requisition. Boucher reviewed the comparison document created with Central Okanagan (compared to their Q3 report provided) as a comparable – highlighting a comparable rate of high-level performance from both organizations.
  - Boucher has also explore other Atlantic Canadian best practice models, such as Envision Saint John and the Halifax Partnership.
  - Boucher has begun to explore private sector funding. She noted there is potentially interest from the RENs to collectively secure private sector funding.

Boucher noted as part of the exploratory work, we will look at how we measure our work and how we communicate those measurements (the tangible and intangible). She hopes this will enhance/clarify the expectations and connections between what we are doing and are expected to do. She noted that communications will be provided to municipal partners throughout this process. She noted that new information is coming in all the time, and things have happened at a very quick rate, so there are many moving parts. She anticipates a new recommended model be presented in advance of the AGM.

- b) Survey Feedback:** Boucher shared the feedback from the survey that was circulated to elected officials a week ago. She noted that we wanted to get a sense from our municipal partners how they feel about economic development, what their priorities are and what economic development means to them. She noted that there is some consensus around activities in alignment with what we do, but also many areas where there isn't consensus. She noted that there seems to be a misinterpretation of our role and that she will leave the survey open for others to complete. Hyslop asked if there will be additional opportunities to connect with municipalities. Boucher noted that she would be asking for a 1-2 hour roundtable per municipality to get a better sense of what they need from us and/or to provide a clear understanding of our role and the expectations around economic development best practices and the activities we undertake on behalf of the region. Boyd asked if non-funding municipalities will be engaged. Boucher noted that she feels there may be an openness for potential collaboration with Annapolis County – they do continue to engage in our regional tourism strategy as well. It was discussed that the next step would be to have a conversation with all CAOs first and host a joint meeting, as well as organizing several 2-3 larger joint discussions with municipal staff and elected officials.
- c) Open Discussion:** Nothing further discussed.
- 6) Valley REN Operations and Activity Update**

  - a) 2025-2026 Annual Report:** Boucher noted that given all the changes, she wanted to provide an update on metrics for last fiscal year. This is not a detailed report (that will be presented at the AGM), but this is a brief overview. Boucher reviewed the presentation provided.
- 7) Board of Directors Chair Update**

  - a) Board Member Recruitment:** Clouthier thanked Valley REN staff for their work. Clouthier noted that they are working with someone from a local business that has expressed interest in joining the Board who recognizes the importance of having a regional economic development entity. He's hopeful that the individual's application will be brought forward for formal approval soon. Clouthier also acknowledged Villeneuve's work on the Board as the new Vice Chair. He noted that the Board could use a couple of more additions if anyone has any qualified candidates, particularly a lawyer. If anyone knows of anyone, please let Clouthier know.
- 8) Meeting Schedule (next meeting):** May 28, 2026, and AGM to be held June 30, 2026 (formal invite will be circulated soon).
- 9) Adjournment:** The meeting was adjourned at 3:46pm.

## Action Items

Action Item	Responsible	Due Date
1. Boucher to share report of survey results	Boucher	As soon as possible
2. Schedule CAO Meeting to present preliminary findings of Emergency Taskforce Sub Committee	Boucher/CAOs	As soon as possible
3. Municipal sessions/roundtables organized	Boucher/CAOs	TBD



# VALLEY REGIONAL SERVICES BOARD OF DIRECTORS



Summary based on the April 15, 2026, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

## TIDAL TRANSIT AUTHORITY



**General Manager Updates** - Under the leadership of General Manager Meg Hodges, the following items are underway:

### Buses

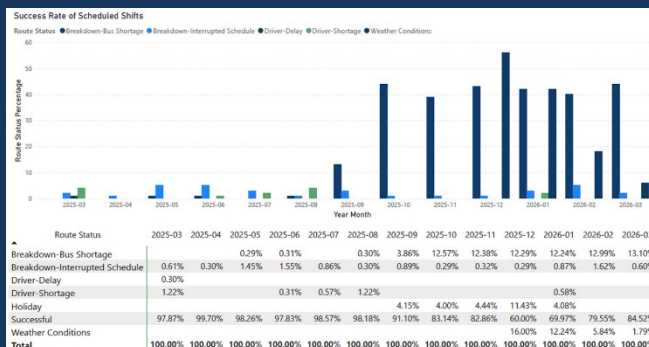
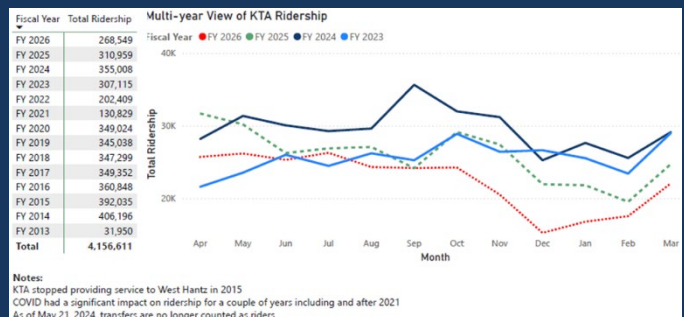
- The Greenwood 2 (G2) Route remains suspended due to fleet condition
- The redesigned transit schedule is anticipated to be implemented in August.
- Bus 74 and 59 are on the road and Bus 71 and 63 are nearing retirement.
- Progress is being made to meet the 13 buses required to have a complete fleet.

### Ridership

Diesel fuel prices continue to be of concern with the US/Israel Iran conflict. Ridership remains lower than previous years but has rebounded since December.

### Administration

- Staff are monitoring impacts of the removal of ticket sales direct from bus operators.
- An RFP for hybrid electric service/supervisor vehicles was released April 7<sup>th</sup>
- A new logo has been selected by the Board for Tidal Transit.
- Valley Waste and TTA staff met to explore shared HR tracking software and finalize the job description for the shared financial position.
- Staff are working with Sunset Tides Development to open the new Transfer Station in Cornwallis Park.



# VALLEY WASTE - RESOURCE MANAGEMENT



**General Manager Updates** - Under the leadership of General Manager Andrew Garrett, the following items are underway:

## Administration & Regional Coordination

- Seasonal Workers, and a part-time Cleaner have been hired. Recruitment continues for seasonal workers and a shared Financial Accountant.
- Diversion credit calculations and annual disposal rate data pending; two regions have requested clarification on C&D data from a private facility.
- Municipalities will be contacted to confirm updated new construction and demolition figures required for EFR Disposal and Circular Materials contracts.
- A letter was sent from the NS Solid Waste Regional Chairs Committee to Minister Halman of Environment and Climate Change, further requesting a provincially mandated sharps/needles disposal program.

## Capital Projects & Operations

- Regular bulky waste collection launched April 1. While performing well overall, king-size mattresses and box springs are posing size challenges.
- Litter cleanup is underway at both facilities and along access roads.
- Eastern Management Centre expansion is scheduled to begin in April.
- Cardboard baler RFP closed April 9 and a new press is fully operational at the Western Management Centre.
- Construction of the Lawrencetown hazardous waste facility steel structure has begun.
- Strong interest received for Western Management Centre and Warehouse expansion RFPs; proposals due April 23.

## Education, Communication & Bylaw Enforcement

- A summer intern was secured through the Clean Foundation, fully funded by Divert NS and starts in May.
- Mobile app pilot launched to improve curbside collector reporting of non-compliant waste.
- The Last Re-Sort Reuse Centre achieved record success in F2025–26.

## Annual Tonnage Highlights

- Incoming tonnage increased by 2,574 tonnes since last year.
- The largest increases are seen in commercial garbage, mixed C&D, and curbside materials.
- Garbage increase reflects a full year of Scotia Recycling operations and landfilling treated wood and drywall.
- Outgoing tonnage decreased due to prior-year processing of large C&D stockpiles; current stockpiles will appear in next year's figures.

## BOARD DECISIONS

### Tidal Transit Authority

That the Valley Regional Services Board of Directors selects the new logo for the Tidal Transit Authority.

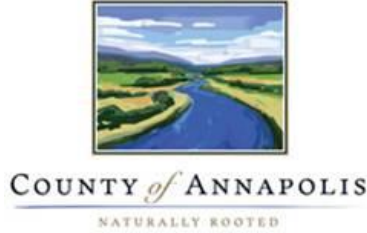


### Valley Waste-Resource Management

That the Valley Regional Services Board of Directors execute the Resolution for pre-approval of debenture in the amount of \$2,400,00 to be used for F2027 budgeted capital projects and submit the fully executed resolution to the Nova Scotia Department of Finance and Treasury Board for approval and release of funds.

### Tidal Transit & Valley Waste-Resource Management

Valley Regional Services Board of Directors direct staff to settle the surplus or deficit for fiscal year 2025/26 using the annual budget funding proportions for both Valley Region Solid Waste-Resource Management Authority and Tidal Transit Authority.



**Annapolis County Inter-Municipal Working Group  
Committee Meeting #22  
Thursday, April 23, 2026, 6:30 pm  
Council Chambers, Town of Middleton**

Present:

Mayor Amery Boyer, Town of Annapolis Royal, Chairperson  
Mayor Gail Smith, Town of Middleton  
Warden Diane Le Blanc, Municipality of the County of Annapolis  
Deputy Mayor Gary Marshall, Town of Middleton  
Deputy Warden Dustin Enslow, Municipality of the County of Annapolis  
Sandi Millett-Campbell, CAO, Town of Annapolis Royal  
Rob Frost, CAO, Municipality of the County of Annapolis  
Ashley Crocker, CAO, Town of Middleton

Regrets: Deputy Mayor Sybil Skinner-Robertson, Town of Annapolis Royal

**1. Welcome**

Chairperson Mayor Amery Boyer called to meeting to order at 6:33 pm and welcomed everyone to the meeting.

**2. Review and Adoption of Minutes of November 26, 2025**

Two corrections were noted:

- 1) The spelling of Tony Harvey's name
- 2) The word "payment" was replaced with "remuneration" to increase clarity under item 3, other roads

Mayor Boyer also noted that item 7 from the last meeting outlined that a discussion on twinning should take place at the next meeting.

The minutes were then approved by unanimous consent.

### **3. IDEA Discussions**

#### **a) Annapolis County IDEA Committee moving forward**

- CAO Rob Frost spoke to some of the challenges with regards to the IDEA committee: connection with the councils, ensuring the Accessibility legislation is being followed, and governance. The County's preference is that the IDEA Committee be split into two committees: an EDI Committee and an Accessibility Committee.
- Deputy Mayor Marshall asked if the IDEA committee could function similarly to REMO, where there are an advisory committee and a planning committee.
- CAO Frost suggested that meetings moving forward could be quarterly and there was a discussion about representation from each municipal unit. Mayor Boyer stated that it would be challenging to add more meetings and committees for their council given they are small and already stretched.
- As a result of the discussion, CAO Frost suggested changing the terms of reference for the proposed EDI and Accessibility committees to require membership "up to 10 members"
- The working group agreed in principle to split the IDEA committee into an EDI committee and an Accessibility committee, but the terms of reference for both committees will need to be approved by each individual council
- CAO Frost will reach out to the Village of Lawrencetown to discuss the two committee structures with the Village Clerk
- A brief discussion was held regarding honorariums for committee members for the two newly proposed committees. CAO Frost indicated that county staff would bring forward a recommendation to the County of Annapolis Council to cover the honorariums for all members, regardless of what municipal unit they reside in.
- How citizen members get appointed to each committee needs to be clarified in the current draft terms of reference

#### **b) IDEA Committee moving forward**

- CAO Rob Frost clarified that the IDEA Governance Committee will not need to exist once the proposed changes take effect with the two new committees.

#### **4. Follow-Up Discussion on Economic Development Position**

- CAO Frost stated that the County of Annapolis and Town of Annapolis Royal are partnering to hire an Economic Development Officer. He shared that the province has changed its funding model which means organizations other than RENs can apply for project funding. An application will be put in with the hope that funding is secured. CAO Frost hopes to put the position in place and work on economic development across the county. The job description that was put together for this position aligns with the project funding model.
- The Town of Middleton indicated interest in joining the initiative, subject to budget considerations and the timing of the Valley REN's conclusion.

#### **5. Discussion on Marketing Levy**

- CAO Frost explained that the County of Annapolis already has a marketing levy in place. A committee that was formed to oversee this, which is made up of short-term rental owners, asked if the towns were interested in joining by enabling a marketing levy in their respective municipal boundaries.
- CAO Millett-Campbell noted that before the Town of Annapolis Royal would consider implementing a marketing levy, they would need a clear plan for how the funds would be used in order to present it to short-term rental operators. CAO Frost indicated that their tourism staff could develop a proposal for both towns to review.

#### **6. March 5, 2026 Letter from Public Works re: Causeway**

- Discussion took place regarding the letter from the Director of Strategic Initiatives. Letter writing has not been effective, so the working group discussed next steps, such as discussing the item with MP Chris d'Entremont, MLA Bowlby or a Deputy Minister.

#### **7. Discussion of Next Speakers, and Questions or Issues that the Committee would like to be addressed**

- The working group discussed inviting MP Chris d'Entremont to the next meeting to discuss the causeway among other items.
- The below list was shared at the last meeting as potential future discussion topics:
  - Kevin Bekkers, causeway, report
  - Recreation
  - Twinning Towns

**8. Next Meeting – 6:30pm, Town of Annapolis Royal**

**a. Potential Dates:**

- June 18, 2026
- July 13, 2026
- July 16, 2026

The Town of Annapolis Royal will host the next meeting, and CAO Millett-Campbell will contact MP Chris d'Entremont to confirm his availability for the above proposed dates.

**9. Adjournment: 8:27pm**

DRAFT

A meeting of the Police Advisory Board (PAB) was held in person on Thursday, May 7, 2026 starting at 6:00pm.

**PRESENT**

Chairing the meeting: Chief Administrative Officer Ashley Crocker, Mayor Gail Smith, Councillors Jonathan Archibald and Bernadette Knapp, S/Sgt. Grant Ryland, Cpl. Pascal Boudreau, RCMP; Citizens-at-large, Jo-Ann Hightower, Janet Davis, and Recording Secretary, Sara Marceau.

Also in attendance: Brenda Ford and one (1) citizen

**1. CALL TO ORDER**

CAO Crocker called the meeting to order at 6:01pm.

**2. APPROVAL OF THE AGENDA**

**260507.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. NEW BOARD WELCOME**

3.1. Welcome to New Members

CAO Crocker welcomed everyone to the new Police Advisory Board, and introductions were made.

3.2. Swearing in Ceremony

Recording Secretary Marceau from the Town of Middleton facilitated the Swearing in Ceremony as a Commissioner of Oaths.

- Citizen Jo-Ann Hightower was sworn in and then signed the Oath of Office.
- Citizen Janet Davis was sworn in and then signed the Oath of Office.
- Councillor Jonathan Archibald was sworn in and then signed the Oath of Office.
- Councillor Bernadette Knapp was sworn in and then signed the Oath of Office.
- Mayor Smith was sworn in and then signed the Oath of Office.

3.3. Appointment of Chair

CAO Crocker called for nominations and Janet Davis was nominated and accepted the nomination.

- CAO Crocker called for nominations a 2<sup>nd</sup> time and there were no nominations
- CAO Crocker called for nominations a 3<sup>rd</sup> time and there were no nominations
- Janet Davis was acclaimed as Chair of the Police Advisory Board for a one-year term.

3.4. Appointment of Vice Chair

Chair Davis called for nominations and Mayor Gail Smith was nominated and accepted the nomination.

- Chair Davis called for nominations a 2<sup>nd</sup> time and there were no nominations
- Chair Davis called for nominations a 3<sup>rd</sup> time and there were no nominations
- Mayor Gail Smith was acclaimed as Vice Chair of the Police Advisory Board

4. **APPROVAL OF THE MINUTES**

4.1. Approval of the Previous Meeting Minutes

November 13, 2025

No errors or omissions were noted, and the minutes were considered approved.

5. **NEW POLICE ADVISORY BOARD POLICY REVIEW**

CAO Crocker gave a brief overview of the new Police Advisory Board Policy and decorum of the Robert's Rules of Order.

- Jo-Ann Hightower asked whether training would be provided for new members and when it would take place.

**ACTION:** CAO Crocker will contact the Department of Justice to inquire about upcoming training opportunities in this area.

- Councillor Archibald mentioned that at one of the recent Police Advisory Board meetings, there had been discussion about holding six (6) meetings per year, as the current number of meetings was not considered sufficient.
  - CAO Crocker noted that this was a discussion at Council and no formal decision had been made.
- Councillor Archibald asked whether the working group arrangement would be directed by Council or implemented by the Board, and CAO Crocker responded that the policy allows the Board to make that recommendation. Councillor Archibald also asked about procedures for businesses to attend meetings and whether business owners could present concerns via a presentation.

**ACTION:** CAO Crocker will review the *Police Act* to determine what is permitted.

6. **RCMP REPORTS**

- 6.1. Quarterly Report for January to March 2026  
S/Sgt. Grant Ryland gave a brief overview of the Quarterly Report for January to March 2026.
- The RCMP has recently made changes to shift times to ensure more coverage at nighttime.

6.2. Town of Middleton Q1 Statistics

S/Sgt. Ryland gave a brief overview of the Q1 Statistics.

- Councillor Archibald asked whether the statistics were specific to Middleton, and CAO Crocker advised that S/Sgt. Ryland had been asked to provide reports specific to Middleton.

There was discussion regarding Q1 statistics, where Cpl. Boudreau noted that a series of robberies and break-and-enters from the previous year resulted in investigative work leading to one arrest, and the same individual was later charged with those offences earlier this year.

- Councillor Archibald raised concerns about public frustration with “catch and release” perceptions and communication of outcomes, with S/Sgt. Ryland explaining the limitations of fully conveying the legal process, while also acknowledging shared frustration.
  - CAO Crocker noted that an update and potential press release would need to follow RCMP communications procedures.

**ACTION:** CAO Crocker to follow up with the RCMP every few weeks.

**7. 2026 Policing Priorities for Town of Middleton**

1. Increased Intelligence Led Policing
2. Reduction of Property Crime
3. Increased Road Safety and Reduction of Impaired Driving
4. Increased Police Visibility and Community Engagement
5. Reduction of Domestic Violence Cases
6. Reduction of Drug Related Offences

**8. ANYTHING BY MEMBERS**

- Councillor Archibald stated that some residents are not reporting incidents due to fear and a perception that previous reports were not acted upon.
  - S/Sgt. Ryland encouraged residents to continue reporting, noting that circumstances can change and reporting is important, and reiterated the need for people to call and report any incidents.

**9. NEXT MEETING DATE**

The next meeting will take place on Tuesday July 14, 2026 at 6:00 pm

**10. ADJOURNMENT**

Chair Davis declared the meeting adjourned at 7:42pm.

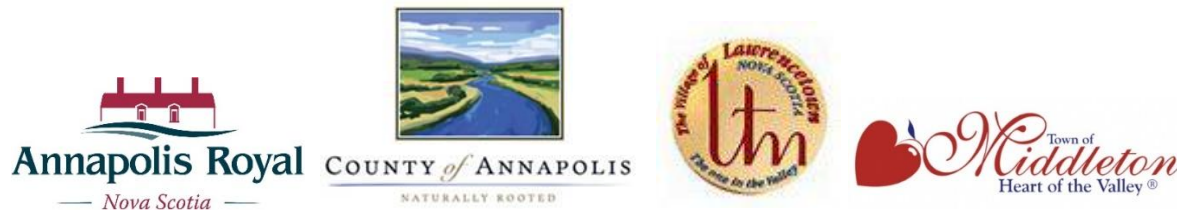
---

CHAIR

---

RECORDING SECRETARY

DRAFT



A regular meeting of the Inclusion, Diversity, Equity and Accessibility Advisory Committee (IDEA) was held at Town of Middleton, 131 Commercial Street, Middleton on Thursday, May 07, 2026, starting at 1:00 p.m.

### **PRESENT**

John Smith (Acting Chair), Tina Hiltz, Jean Voysey, Brenda Macdonald, Larry Peters, Sandi Millet-Campbell (CAO Annapolis Royal), Debra Ryan (Director of Community Development), Rachael Browne (Recording Secretary), Sarah Kucharski (Deputy CAO County of Annapolis), Rob Frost (CAO County of Annapolis),

Partial Attendance: Ashley Crocker (CAO Middleton), Melissa Roscoe (Village of Lawrencetown)

Regrets: Elizabeth Mason-Squires, Lisa Fenton (Active Living Coordinator), Noah Scanlan (Town of Annapolis Royal), Alyssa Blais (Strategic Initiatives Coordinator),

#### **1. Call to order and Appoint Chair for meeting – 1:14pm**

Tina Hiltz nominates John Smith to chair the meeting.  
John Smith accepts and is appointed to Chair of the meeting.

#### **2. Land Acknowledgement**

A land acknowledgment was shared to recognize the Indigenous lands on which the meeting was held.

#### **3. Approval of the Agenda – May 7, 2026**

Agenda received and shared.

Corrections noted and amended:

- Add Item #7.1: Review Accessibility plan

Motion: Larry Peters

Seconded: Tina Hiltz

Motion carried

#### **4. Approval of the Minutes – February 5, 2026**

Corrections noted:

- Item #16 “nomination by Cameron Stiff” not Smith

- Item #14 Header should be “Accessible awareness week event with an item under that to be wanting committee to explore accessibility-athon type events that include council
- Under Other Business to add an item that Committee members are interested in collaborating with chambers of commerce

Motion: Jean Voysey

Seconded: Larry Peters

Status: Approved as amended.

#### **5. IDEA Terms of Reference Review**

IDEA will be split into two committees once approved by Council in June: the Accessibility Committee and the EDI Committee. New terms of reference for each committee available on our website which includes: structure of committee, councillor representation and but limited to the membership of committee. Other changes include: Staff members, Council representatives, honorariums for committee members.

*Round table discussion with the following comments:*

- Committees are advisory committees and council/s maintain the Terms of Reference
- Budget lines are not recommendations from the committee, they sit with staff and council
- Committee meetings are not for reviewing policies and will stay at quarterly meetings to align with other committees
- Chair of new committees will be a councillor representatives and vice-chairs will be citizen representatives
- All existing committee members will be able to select either Accessibility or EDI committee. If they are interested in both, the second committee of choice they will have to apply and go through the process

#### **6. Accessible events and parks**

- Move Annapolis County an Accesssibility and Active Living expo on Saturday May 30, Bridgetown Sports Hub from 1pm to 4pm. All committee members invited and the flag ceremony is at 1pm. Will have events inside and outside the School grounds including soccer field, tennis court and beach volleyball. Agreed that it has competing events including Apple Blossom on that weekend and print, digital and physical advertising to be done to try and draw a larger attendance.
- Hollow Mountain park: accessible trail, port-a-potty and play area
- Annapolis Basin Tidal Beach: accessible trail, upgrades done to ramp
- Raven Haven Beachside Family Park: new accessible deck, accessible trail and paths, mobi mat extension
- Queen Elizabeth II Jubilee Park: expansion, parking, play area, picnic area
- Munro canoe access park: expanded parking with 1 accessible parking, sitting area
- Delaps Cove Wilderness trail: parking area, picnic area, trail head, port-a-potty

*Round table discussion with the following comments:*

- Accessible washroom listings to google and let's go here (website and app)
- Veterans Park Cornwallis is not in the budget for accessibility upgrades at this time
- Accessible equipment rentals are available for use anytime by residents. Rack card and listing on our website

## **7. Other Business - updates**

*Round table discussion with the following comments:*

- Mickey Hill forestry plans, the current park has no planned changes, but the outer provincial park area does
- Accessibility building codes for multi-unit developments require a certain number of accessible units. Community Halls and Businesses would also follow the building codes.
- Community conversations occurring at the community halls are not on a bus route, so would not be accessible. Committee would like the following considerations when doing events; are the venues accessible, are they scent free, are they on a transport route and would like to be considered for attending this event if suitable
- Event happening for First Nation and non First nation groups at the Middleton museum at 7pm on May 20, 2026 to discuss First Nation history in the local area.

## **7.1 Accessibility Plan**

*Round table discussion with the following comments:*

- Accessibility plan appears to be vision-focused and not action-focused and not currently easily found on the website. The plan still needs to be operationalized by staff and in its current form is an overarching plan. The next update would be required in 2029.
- Document is appendix heavy due to the various partners collaborating and separate documents attached

## **8. Next Meeting: To Be confirmed**

Once council approves and new committee members appointed and meeting schedule confirmed

## **9. Adjournment**

The meeting was adjourned at 2:44 p.m.

---

Chair

---

Recording Secretary

A meeting of the Planning Advisory Committee (PAC) was held in person on Tuesday, May 12, 2026, starting at 4:00pm.

**PRESENT**

Chairing the meeting: Hilary Campbell; Councillors Dan Smith, and Jonathan Archibald; Citizens-at-large, Howard Selig and Dianne McDonald, Planner, Chrystal Fuller, Chief Administrative Officer, Ashley Crocker, Director of Public Works, Adam Verran and Recording Secretary/Planning Services Coordinator, Sara Marceau.

Regrets: Margaret Jerke, Councillor John Bartlett

Also in attendance: Heather McCormick and 2 citizens

**1. CALL TO ORDER**

Chair Campbell called the meeting to order at 4:00pm.

**2. APPROVAL OF THE AGENDA**

**260512.01** It was moved and seconded to approve the agenda as circulated. **Motion carried.**

**3. APPROVAL OF THE MINUTES**

3.1 Approval of the Previous Meeting Minutes

April 13, 2026, Committee Meeting Minutes

No errors or omissions were noted, and the minutes were considered approved.

**4. ACTION/DISCUSSION ITEMS**

**4.1 Magee Drive Development Agreement**

Planner Fuller gave a brief presentation of the Magee Drive Development Agreement.

- Howard Selig asked whether the units would be built on site or preconstructed and Dianne McDonald asked about providing visual renderings of the development
  - Planner Fuller stated that funding is still being finalized.
  - Heather McCormick advised that the project would use prefabricated walls, resulting in fewer people being on site during construction.

- Planner Fuller confirmed staff could provide drawings to Council and reminded PAC members that how the units are built and what they look like are not governed by the Development Agreement.
- Councillor Archibald asked about noise considerations in the DA.
  - Planner Fuller advised they are not currently included but noted an existing noise bylaw, and that noise provisions could be added if required.
- Councillor Smith asked about regulations for grouped dwellings, and whether the Town's current MPS/LUB enables multiple units on one lot currently.
  - Planner Fuller stated that the MPS/LUB is not clearly defined for grouped dwellings, and that she would confirm details at the next meeting about the multiple units on one lot question.

Staff also explained that the DA addresses phased development. Planner Fuller explained phasing requirements are set out in Section 4.2 of the DA, with infrastructure installed alongside units so partial completion would still include servicing. The DA includes a five-year timeline, with possible extensions.

Staff advised that the Development Agreement cannot be executed until Ministerial approval has been received for the amendments to the Town's Municipal Planning Strategy and Land-Use Bylaw required to enable the agreement. If Council approves the amendments and approves the Development Agreement in principle concurrently, the agreement may be executed once Ministerial approval of the amendments is obtained. No Development Permit may be issued prior to that time.

Planning staff also reminded the PAC that Development Agreements may be appealed by aggrieved persons, and that appeals can be both lengthy and costly. Staff noted that, in considering a Development Agreement, Council must be satisfied that the agreement reasonably carries out the intent of the Municipal Planning Strategy.

Planner Fuller added that timelines for this DA depend on funding and construction, flooding has not been flagged and is addressed through stormwater management, and the province is encouraging rapid housing development.

**260512.02** It was moved and seconded that the Planning Advisory Committee recommend that Council give initial consideration to the draft Development Agreement for PID 05302047, Magee Drive, Middleton, to permit a 27-unit grouped dwelling development and one community office/boardroom space, subject to the associated Municipal Planning Strategy and Land Use By-law amendments being approved and taking effect. **Motion carried.**

**4.2 Northlands Secondary Plan Update**

Planner Fuller gave a brief update on the Northlands Secondary Plan.

Chair Campbell emphasized that it is positive that Parsons has responded with a plan and is taking an active approach.

**5. ANYTHING BY MEMBERS**

Chair Campbell stated that a question was raised regarding whether the Chair can vote, and confirmed that, under Robert’s Rules of Order, the Chair is permitted to vote.

**6. NEXT MEETING DATE**

To be determined. Staff will email the committee if anything arises.

**7. ADJOURNMENT**

Chair Campbell declared the meeting adjourned at 5:11pm.

---

CHAIR

---

RECORDING SECRETARY



## **MAYOR'S REPORT**

### **May 2026**

During the past month, I attended several meetings and community events on behalf of the Town.

On April 23<sup>rd</sup>, I attended the Annapolis County Inter-Municipal Working Group Meeting where discussions focused on regional collaboration, shared municipal services, and ongoing initiatives affecting municipalities throughout the area. The meeting provided an opportunity to exchange information and discuss matters of common interest among municipal representatives.

On April 27<sup>th</sup>, I participated in the Joint Council Meeting with neighbouring municipal representatives. Topics included regional partnerships, infrastructure priorities, and opportunities for continued cooperation on projects and services that benefit residents across municipal boundaries.

On April 28<sup>th</sup>, I attended the Neighbourhood Watch meeting. It was encouraging to see continued community involvement and engagement in promoting public safety and neighbourhood awareness. Discussions focused on crime prevention, communication among residents, and strengthening partnerships between the community and local law enforcement.

On May 7<sup>th</sup>, I attended the Police Advisory Board meeting. The Board reviewed policing matters within the community, discussed ongoing priorities, and received updates related to public safety initiatives and policing services.



**Municipal Affairs  
Office of the Minister**

---

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

---

May 4, 2026

David Mitchell  
President, Nova Scotia Federation of Municipalities (NSFM)  
Suite 1304, 1809 Barrington Street  
Halifax, NS B3J 3K8  
Via email: [david.mitchell@bridgewater.ca](mailto:david.mitchell@bridgewater.ca)

Dear David Mitchell:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2027-2028 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

### **Department of Cybersecurity and Digital Solutions**

- 1) Starting in 2026-27, the Department of Cyber Security and Digital Solutions (CSDS) will begin working with affected municipalities to offboard from the following SAP-related services:
  - Customer Care and Service (CCS) Utilities (e.g., property tax and revenue): Amherst, Annapolis, CBR, Cumberland, East Hants, Queens
  - Materials Management: Amherst, Annapolis, CBRM, Cumberland, East Hants, Queens, HRM
  - HR Pay: CBRM, HRM
  - Environment Health and Safety Management: HRM
  - Success Factors HR: HRM

CSDS is issuing notice and will be communicating with municipalities directly.

## Department of Emergency Management

- 1) The Department acknowledges that elements of ongoing work to strengthen fire services in Nova Scotia may have a financial impact on some municipal units.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- conduct a fire protection service review in order to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- participate in a common records management system.

The possible impacts of these new requirements, which will be further detailed through regulations and standards, may vary significantly based on local context, including existing governance and collaboration models, levels of municipal readiness, and voluntary fire service provider capacity.

This legislation is part of an ongoing commitment to strengthening the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates,
- the new Fire Records Management System, and
- a risk-based assessment tool to facilitate council decision-making around fire protection service levels.

## Department of Growth and Development

- 1) A review of the *Peggy's Cove Commission Act* is seeking to modernize planning for the Peggy's Cove area. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example, shifting responsibility for planning approvals.

- 2) The Department is undertaking a review of the Regional Enterprise Networks (RENS) program. Key areas of focus include improving consistency in service delivery across the province, improving how businesses access and navigate existing programs and services and aligning delivery with provincial economic development priorities. Addressing these areas may involve adjustments to the current REN model, which would have implications for municipal partners.

### Department of Intergovernmental Affairs

- 1) Under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities. Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA), and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2026, to December 31, 2027, are as follows:

FTA	Goods	Services	Construction
<b>CFTA</b>	<b>Province</b>		
	\$34,700	\$139,000	\$139,000
	<b>Municipalities and MASH</b>		
	\$139,000	\$139,000	\$347,400
<b>CETA/TCA</b>	<b>Crowns, Utilities, etc.</b>		
	\$694,700	\$694,700	\$6,943,900
	<b>Province, Municipalities and MASH</b>		
	\$368,000	\$368,000	\$9,200,000
<b>CFTA</b>	<b>Crowns</b>		
	\$653,200	\$653,200	\$9,200,000
	<b>Utilities, etc.</b>		
\$736,000	\$736,000	\$9,200,000	

## Department of Justice

- 1) The Nova Scotia Comprehensive Policing Review was released in June 2025. Since that time, the Department of Justice has met with all municipalities to discuss implementation of the six foundational changes and the expanded role of the provincial police service. These foundational changes are designed to strengthen public safety across the province and support more effective, consistent, and sustainable outcomes. As part of implementation:
  - Municipalities are required to meet established provincial policing standards. Municipalities that are unable to meet these standards independently will be required to contract with the provincial police service for the delivery of those services and, effective April 1, 2027, will be required to purchase those services on a fee basis. While these changes are intended to enhance public safety and ensure greater consistency across jurisdictions, they may result in increased costs for some municipalities. At this time, the specific nature and extent of any financial impacts cannot be determined for any individual municipality.
  - The Province will continue to enhance and modernize its policing standards over time. The creation or expansion of standards may result in additional costs for municipalities.
  - The Province will procure a province-wide records management system (RMS) in fiscal year 2026–27. The Province will fund the acquisition and associated start-up costs. It is anticipated that beginning in 2027–28, as part of implementation, municipalities with their own police agencies will be required to contribute annual licensing fees associated with the RMS. For municipalities policed by the RCMP under the provincial policing model, RMS-related costs will be incorporated into the provincial billing model.
  - The Province will continue to work toward the development of a new municipal billing model for provincial police services during fiscal year 2026–27. Municipalities will continue to be engaged throughout this process. The specific structure of the model and the extent of any financial impacts cannot be determined at this time for any individual municipality; however, changes to the billing model could result in increased costs for some municipalities beginning in 2027–28.
- 2) The National Police Federation is the certified union representing regular members and reservists of the Royal Canadian Mounted Police (RCMP) below the rank of Inspector. The current Collective Agreement expires on March 31, 2025, and labour negotiations between the National Police Federation and Treasury Board Secretariat Canada are ongoing. The cost implications cannot be determined at this time.

- 3) The 'H' Division (Nova Scotia) Royal Canadian Mounted Police (RCMP) have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. The cost implications cannot be determined at this time.
- 4) Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
- 5) Municipalities in Nova Scotia are prescribed under the *Accessibility Act* which means they must have an accessibility advisory committee, prepare and make publicly available accessibility plans, and comply with accessibility standards (regulations) once they are enacted.
  - o The Built Environment Accessibility Standard Regulations under the *Accessibility Act* were approved on March 7, 2025. Compliance with the standard is required beginning April 1, 2026. These regulations apply to newly constructed and newly installed elements of the built environment such as pedestrian facilities, recreational spaces, and outdoor infrastructure. These regulations include technical design requirements for infrastructure. The regulations also introduce requirements for accessibility planning for both new and existing infrastructure, including municipal infrastructure. These infrastructure plans are due April 1, 2026. There is no requirement to retrofit existing infrastructure, and as a result the cost implications are minimal.
  - o The Department of Justice is expected to share the proposed accessibility standard for employment, and goods and services for public review in 2026-27. This would be an opportunity for municipalities to review the proposed standard to provide input into the feasibility and cost implications of the proposed standards on municipalities.

### **Department of Public Works**

- 1) The recoverable cost to municipalities for adjustments to catch basins, manholes, and water valves during construction work will increase June 1<sup>st</sup>, 2027. Manhole and catch basin adjustments will increase from \$600 to \$1200, and water valve adjustments will increase from \$300 to \$600.

**Department of Service Nova Scotia**

- 1) Nova Scotia's new FOIPOP Act will come into effect on April 1, 2027 and regulations are currently under development to support the new Act. The legislation requires municipalities to adopt new privacy policies and practices, requires mandatory reporting of significant privacy breaches to affected individuals and the Information and Privacy Commissioner, and gives the Information and Privacy Commissioner oversight over municipal privacy programs for the first time. It is anticipated that these changes will require municipal resources in the form of personnel to undertake privacy assessments for any new projects or programs where personal information is being collected, for mandatory privacy breach notifications when there are significant privacy breaches, and for responding to privacy complaints filed with the Office of the Information and Privacy Commissioner (OIPC). The Province will support municipalities through creation of templates, training materials, and education campaigns to help mitigate some of these impacts.

Yours truly,



Honourable John A. MacDonald  
Minister of Municipal Affairs

c: Juanita Spencer, Chief Executive Officer, NSFM